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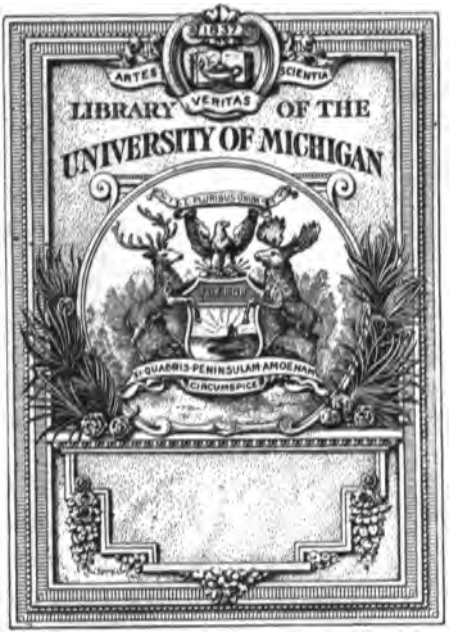

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WINE AND SPIRIT MERCHANTS' ACCOUNTS

BY

A. SABIN.

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EDITOR'S PREFACE.

THE object of the series of handbooks that is being published under heading of THE ACCOUNTANTS' LIBRARY is to provide, at a reasonable price, detailed information as to the most approved methods of keeping accounts in relation to all the leading classes of industry whose books call for more or less specialised treatment. No such series has hitherto been attempted; but there exist, of course, numerous separate works dealing with the accounts of one particular class of undertaking. These separate works are, however, for the most part either too expensive, or too superficial to answer the purpose that is particularly aimed at by THE ACCOUNTANTS' LIBRARY, which is intended to supply the student with that specialised information which he may require, while at the same time affording to the trader, banker, or manufacturer who is not in a position to secure the fullest information for his purpose, knowledge which can hardly fail to be of the very greatest assistance to him in the correct keeping of his accounts, upon a system specially adapted to his requirements, and therefore involving a minimum expenditure of labour. It is expected that the series will also be found of material assistance to bookkeepers of all classes.

175167

Without aiming at giving an exhaustive account of the manner in which each separate business is conducted, the technical points in connection with each industry will receive as much attention as is necessary in order fully to elucidate the system of accounts advocated, while each volume will be the work of one who has made that particular class of accounts more or less a speciality. It is obvious, however, that to enable the necessary ground to be covered in the space available, it is incumbent to assume upon the part of the reader a certain knowledge of general bookkeeping. The extent of the knowledge assumed will vary according to the nature of the class of accounts considered. For example, in the volumes on "Bank Accounts" and "Shipping Accounts," a thorough acquaintance with ordinary double-entry bookkeeping is not unnaturally assumed; but in the case, for instance, of "Auctioneers' Accounts," "Domestic Tradesmen's Accounts," and other similar volumes, such explanations are included as will enable the ordinary intelligent reader fully to grasp the methods described even although his knowledge of bookkeeping may be of an elementary description. These explanations are, doubtless, superfluous as far as accountants are concerned, but are necessary to make the volumes of value to the majority of those specially engaged in these particular industries.

To subscribers for the whole series it may be added that, when completed, it will form a most valuable and practically complete library, dealing, at the hands of specialists, with practically every class of accounts, and illustrating the application

of the theory of double-entry as described in general works on bookkeeping.

The first series (of twenty volumes) has already been completed, and particulars of the subjects dealt with will be found on p. i. A second series (which will comprise about thirty more volumes) is now in progress, which when issued will complete the scheme. Many of these have already been arranged for, but the Editor will be glad to receive suggestions and offers from accountants of experience for the undertaking of volumes not yet announced.

34 Moorgate Street,
London, E.C.
June 1903.

WINE & SPIRIT MERCHANTS' ACCOUNTS

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INTRODUCTION.

THE cultivation of the grape for the purpose of making wine is undoubtedly of great antiquity. Sacred and profane history have both dwelt upon the attraction of the juice of the grape in ancient as well as modern times. The very name, so similar in the more civilised nations, shows the universality of it as a subject. In England we call it *wine*, from the French *vin*, or Anglo-Saxon *win*, or German *wein*, Dutch *vinn*, Danish *wyn*, or, as our tongue is so complex, from more southern countries, as the Latin *vinum*, Italian *vino*, or Portuguese *vinho*.

The history of Noah's drunkenness, and of Pharoah and his butler, are among the oldest accounts of wine that have reached us.

Sacred history, though alluding to wine frequently, gives the names of only two kinds that have reached the present day, one of which is that of Lebanon, and the other that of Helbon, near Damascus. Homer mentions wine in the Odyssey. Almost all the Greek islands produced wine; it would therefore very early have formed an important article for barter or trade between them and the other known countries of the world. At the present time the principal wine-producing countries are France, Italy, Spain, Portugal, Germany, Australia, and California.

Closely associated with the business of selling wine is that of a Spirit Merchant, or dealer in alcohol by distillation. We are

indebted to the Arabs for the invention of distillation. Many ages ago they extracted the aromatic essences of plants and flowers as perfumes for use in their baths, and they are supposed to have been the first to extract from wine a colourless spirit. In Italy spirit distilled from wine was first known as *acqa vite* (water of the vine), and was used as a medicine or elixir by the monks. At the dissolution of the monasteries the secret of the invention became public, and the term *aqua vitæ* (water of life) became the signification for grain spirit in contra-distinction to *acqa vite*, the extract of the grape. A chemist of the thirteenth century speaks of the recent discovery of intoxicating spirits made from wine. The practice was introduced in France in the year 1343, and is described as being well established in that country in 1639. There are still several Communes where the principal industry is the distillation of spirit "eau de vie," or brandy (burnt wine), from the juice of a grape specially cultivated for that purpose. With the introduction of the Coffey patent still, about 1820, an enormous impetus was given to the manufacture of spirits. In this country whisky, Gaelic *uisge* (water), or *usquebagh* (water of life), and gin, from *genievre* (juniper), are the two principal spirits distilled. They are made from grain, malted or unmalted, such as barley, rye, oats, rice, and maize.

Rum is a product of the West Indies, distilled from the sugar cane; its alcoholic strength is as high as 40° overproof on importation.

Whisky is divided into Irish and Scotch, according to the country of distillation. The production of the latter has increased enormously, but during the last few years the output has been checked owing to the large stocks, as the following Inland Revenue statistics will show:—

STOCK.

To March 31st	England Proof Galls.	Scotland Proof Galls.	Ireland Proof Galls.	Total Proof Galls.
1898-99	12,198,240	103,290,391	36,243,908	151,732,539
1899-00	12,132,304	109,898,389	35,139,275	157,169,968
1900-01	11,905,058	114,853,325	34,744,446	161,502,829
1901-02	12,606,895	119,948,047	34,456,792	167,011,734

DISTILLED.

1898-99	12,913,771	35,769,114	14,754,999	63,437,884
1899-00	12,966,941	31,798,465	14,480,871	59,246,277
1900-01	12,603,311	30,196,016	14,221,520	57,020,847
1901-02	12,438,596	29,973,193	12,780,535	55,192,324

To March 31st	*Cleared for Beverage* Total Proof Galls.	*Exported* Total Proof Galls.
1898-99	34,334,084	5,090,290
1899-00	38,716,733	5,284,611
1900-01	36,703,728	5,773,718
1901-02	33,749,231	6,312,219

The total consumption of spirits during 1902 in the United Kingdom was—

British Spirits	33,749,231
Foreign and Colonial Spirits	8,737,465
Total—in proof gallons ..	42,486,696

The number of Distilleries: Scotch, 163; Irish, 30; English, 8.

The total consumption in the United Kingdom of all classes of wine during the year 1902 amounted to 15,348,242 gallons, which appears small compared with the production on the Gironde (France) alone of red and white wines in 1902 of 62,999,220 gallons, or of the 1900 growth of 126,358,467 gallons.

From the foregoing remarks it will be seen the business of a Wine Trader and Distributor is one of great antiquity, and is now, with the spirit interest connected with it, one of the first importance. It is not intended in this volume to deal with that section of the business relating to the manufacture of spirits (distilling), or with the import and export trade as such. The routine and bookkeeping necessary under the Customs and Excise Bonding and Warehouse regulations is important enough to be taken separately and fully dealt with. The old-fashioned Wine Merchant was generally a man of considerable capital, with a large amount invested in his cellar stock, and was well content to go on in the same simple easy way of his forefathers while the day of limited competition, good sales, and high remunerative prices continued. Whatever his political opinion might be, he was in his business habits a thorough-going Conservative, and the system of accounts that had been used by his predecessors to ascertain their profits he was quite content to believe was good enough for him.

The first awakening he had was the competition from the stores, with their net cash quotations instead of the usual six months', twelve months', or even two years' customary credit terms. This necessitated the issuing of Price Lists and allowing discount for cash, entailing a reduction of prices and thus less profit, and competition from outside the radius of his own once safe connection. The sharp business man took a note of time, altered his methods, and generally managed to hold his own through the crisis; but amalgamations, changes in owners and style of business, and additions of mineral waters, cigars, beer agencies, and opening out retail establishments, gave ample evidence of the troubles and difficulties the country wine merchant was passing through, and that a business reckoned next to the professions, and once considered a refuge for the retired Army

officer, the pensioned civil servant, or the son of the country squire, was now at a considerable discount, and of little use in such untrained hands.

Many difficult questions of cellar management, the treatment of wines and spirits, dock rent and charges, import and export duties, &c., meet with ample consideration in the pages of the several trade journals, but seldom, if ever, is the matter of office procedure or method of accounts, from an accountant's point of view, mentioned, or even alluded to in an indirect way. This may be owing to a lack of interest in such matters on the part of the readers, yet it must be admitted a correct and proper system of keeping accounts is not the least important part of any merchant's business.

The object of this volume is to set forth simply and clearly a system of accounts which may be considered necessary to enable a Wine and Spirit Merchant to ascertain his position at the end of his trading period as regards his stock-in-hand, sales, and profit or loss made. It may fall short of some requirements, but if it satisfactorily achieves its purpose it will supply a want long felt.

The aim of bookkeeping is to exhibit a correct and distinct state of one's affairs—to enable a man to see at any time the nature of his business, the amount of his income or profits, and the extent of his losses.

Bookkeeping, when conducted upon sound principles, is invaluable. It not only shows the general result of a commercial career, but admits of analysis by which the success or failure, the value or worthlessness, of its component parts, or each particular transaction, can be easily ascertained.

WINE & SPIRIT MERCHANTS' ACCOUNTS.

CHAPTER I.

DESCRIPTION OF BOOKS AND GENERAL REMARKS.

A Wine Merchant's business in the country generally consists of—

(*a*) Wholesale Department, the supplying of wines and spirits in bulk, duty paid; or in original casks out of bond to licensed victuallers, grocers, chemists, and branch shops holding the necessary licences to sell by retail.

(*b*) Family or Retail Trade, in quantities of dozens and bottles in wines, and gallons and bottles in spirits. This, being the oldest, is in many instances the most valuable connection of any.

(*c*) Bar or Vaults Trade. This is the most recent addition to many businesses. It provides a certain amount of ready cash takings, and also acts as an advertisement of the quality of the firm's goods, especially if the trade be carried on in the bodega style from original casks, with price per dozen bottles or per dock glass plainly shown.

Although some firms have a Beer Agency or Cigar Department connected with their business, it has not been thought desirable to include the working of such in the present work, as any reader with a fair knowledge of accounts could make the necessary additions to the books of a firm to meet the requirements of such trading.

It is assumed that some knowledge of bookkeeping by Double-entry is possessed; and therefore the system here set forth for a moderately-sized business may without much difficulty or alteration be amplified for one of a much larger connection. Each section, with the form of books used, will be carefully explained, and special attention given to the technical points, without which the system would be general and not particular to the business under consideration.

Different businesses use different books, in number, style, and name, but their use in practice is essentially the same in all. Hence many of the following books used in these pages will be familiar to the student and bookkeeper.

Houses doing principally a wholesale trade will, whilst following on general lines, have their own labour-saving methods; but the family Wine Merchant will, in the books enumerated below, find all that he requires to enable him at will to ascertain his position as regards stock and credit.

The first section is the books connected with *Sales*:—

(1) *Order Book*, in which is entered all orders received by post, traveller, or customer.

(2) *Cellarman's Book*, a permanent record of wines and spirits sent out of stock, with jar numbers, cases, &c., and how delivered.

(3) *Cash Sales Book*, a record of ready money or cash sales, of which only a daily summary is entered in the books of account.

(4) *Sales Day Book*, for entering up goods sold from the Cellarman's Book or Slip, the quantity and amount of wines and spirits being kept separate.

(5) *Sales Ledgers*, generally divided into the accounts of private customers, and public or licensed trade customers, posted therein from the Sales Day Book.

The next section is connected with *Purchases*:—

(6) *Goods Received Book*, giving Particulars, Weight, Size, Sender, and By whom delivered, of all goods received into stock.

(7) *Purchases* or *Bought Day Book*, containing entries of all invoices of goods received, showing original cost and duty separate.

(8) *Purchase* or *Merchants' Ledger*, shows the individual accounts owing by the business to the merchants, posted from the Bought Day Book.

For dealing with *Cash* there are the

(9) *Rough Daily Cash Book*, for the purpose of showing daily receipts and payments and particulars of the balance in hand.

(10) *Petty Cash Book*, for sundry small payments.

(11) *General Cash Book*, giving all receipts and payments of money, cheques, and bills; an important book in this and every business.

For Balancing purposes follow the

(12) *Journal*, a book generally conspicuous by its absence, but is found necessary in large businesses to record opening, adjusting, and closing entries.

(13) *Nominal Ledger*, showing the various Impersonal Accounts, including trade expenses posted from the General Cash Book.

The concluding entries are posted into the

(14) *Private Ledger*, which contains the following:—

Balance Sheet.
Trading Account.
Freehold Premises.
Horses and Plant and Empties Account.
Depreciation.
Capital Account.
Profit and Loss Account.

The books necessary for Stock are—

(15) *Bin, Case, and Cask Books*, containing particulars of goods received, sold, and in stock in the cellars and vaults of the business.

(16) *Vaults Stock Book.* Where there is a bar or vault the stock is entered weekly or monthly in this book.

(17) *Bonded Stock Book.* For wines and spirits in bonded warehouses.

(18) *Stock Book.* Full particulars of stock as taken at periodical stocktaking.

A record of empties outstanding is kept in the

(19) *Empty Package Ledger.* Cases, Jars, Casks, Hampers, and Bottles are entered to customers' accounts and credited when returned.

And, lastly—

(20) *Summary and Analysis of Travellers' Journeys.* For comparative purposes, and a useful record of work done.

The treatment of Empty Casks, Cases, Jars, and Bottles will receive full and careful consideration, and the books necessary to keep an accurate record of those received into and sent out of stock will be given. In this department alone many a merchant by careful and daily supervision can save several times over the cost of the clerical labour spent upon it.

The chapter on checking the stock and takings of a Bar or Spirit Vaults is especially valuable now, when so many merchants have a retail establishment added to their usual business. A few notes respecting Agencies are also added.

Information will be found regarding stocktaking, both in bin and cask; gauging, and ascertaining the contents by use of the Slide Rule, with a full description of its use in ullaging, valuation, and reducing operations. The Hydrometer, and its use in ascertaining the strength of spirits, is fully gone into, with definitions of the terms "Proof Spirit," "Obscuration," &c., &c.

Extracts from Customs and Excise Regulations, as far as the usual Wine Merchant requires in bonding or clearing Foreign and British wines and spirits, are given, with a Table of the Deficiencies allowed on bonded goods in warehouses.

Tables of Licences required to be held by Wine and Spirit Merchants, Dealers, or Retailers, are fully given.

The work concludes with a few remarks on Auditing and a full Index of the subject-matter and rulings.

For the purpose of illustrating the accounts and books necessary in a Wine and Spirit Merchant's business it has been thought best to follow throughout the transactions of the supposed firm of Messrs. James & Charles Robinson, trading as the "Universal Wine and Spirit Company," Wine Lodge, Sandalhampton.

CHAPTER II.

PRICE LISTS AND PRICE BOOK.

A WINE merchant must in these days issue a Price List of the stock he keeps. It may be—as some are—a veritable work of art, with illustrations of the centres of the wine and spirit industries—from vineyards to distilleries—or it may only consist of a simple plain leaflet or sheet. Wholesale houses frequently issue one monthly, revising the prices by the present market value of the goods, and drawing attention to the same by a distinguishing letter in the margin—as, for instance, "a" when advanced, or "r" when reduced. The information given on a Price List should be as full as possible, and the terms of trading clearly mentioned.

Price Book.—

This book should contain all the information required by a salesman—the Number of Bin and Quantity; Vintage and Date of Bottling; Cost and Selling Price of each description of wines or spirits kept in stock. It is the basis upon which the Price List is compiled, and must be revised and kept up to date by checking the quantities with the cellar stock according to the Bin Book, and the price by the market quotations of the day. The cost price should be entered in the book in the firm's "secret code" letter for obvious reasons.

Samples.—

Samples of all goods in bond are generally sent by the broker at the time of purchase, and, after being marked at cost in the firm's private code, are stored in a cupboard in the office. If different shelves are kept for each class of wine and spirit it is easy to find a sample afterwards, if needed for reference. The samples from the merchant's duty-paid stock are generally kept distinct from the bonded goods, as they are more frequently required for purposes of sale.

No sample should be brought up out of the sample room from bin or cask without an order being given to the cellarman for it, and charged by him to the Office Account.

When samples are sent out the particulars should accompany them on a form, such as the one appearing on page 8.

Order Book.—

This book, easy of access, and generally lying open on the office desk, is one into which all orders are entered immediately when taken, with any instructions the customer has given respecting time and manner of delivery of the same. It is very important that the first column for entering Name or Particulars, "By whom ordered," should be carefully filled in, as, in the case of a disputed order, an error or omission in this respect might prejudice the case of the merchant in a Court of Justice.

Where orders are numerous, and received at Sub-offices as well as at the Head Office, loose sheets instead of a book may be used. This method facilitates despatch of the goods, and lessens the risk of an order being omitted or not entered owing to the book being in use by another employee. At the close of the day the sheets are filed in consecutive order for future reference. A separate book may be kept for travellers' orders, or for orders received from agents selling on commission without

Form 1.— PARTICULARS OF SAMPLES.

Price	Mark	Vintage	Strength	Obsn.	REMARKS.	Stock in Bond.			When Landed
						Pipes	Hhds.	Qrs.	
Per pipe in Bond, London.									
£26	VT				Port—Dry Tawny	4	2		18/1/01

Form 2.— ORDER BOOK.

By whom ordered.	Name and Address.	Wine		Spirits		Articles	Mark.	Price	Remarks	Order No.
		Doz.	Bots.	Galls.	Bots.					
	January 1st 1902—									
Mr. Holland	Holland & Sons, Grocers, Bacup	..	..	10		Gin, 17 u p.	X4	14/-	Immediate delivery. Clear out of Empties.	28
"	" " " "	..	..	5		Scotch Whisky, pf. ..	PS1	18/-		28
"	" " " "	..	..	5		Rum, pf.	R2	18/-		28
"	" " " "	..	..	10		Pale Brandy	F2	22/-		28
Self	Kelly, James, Morecambe ..	..	..	51		1 Hhd. Irish Whisky	OV 31027	10/6	In Bond, Londonderry Distillery Cask returnable.	
Self to Traveller	Jones, John, Liverpool	3				Port, Vintage 1890 ..	..	58/-	By first means, urgent.	
"	" "	2				Sherry, Palido ..	..	36/-		
"	" "	1				Californian Burgundy	..	30/-		
"	" "	..	..	4		Scotch Whisky ..	..	25/-		
"	" "	..	..	..	2	Benedictine	D.O.M.	7/6 per bottle		
		6		85	2					
	Add Weekly Sales for Cash ..		11	6						
	" Travellers' Orders entered in separate book	20	6		12					
		27	5	93	2					

having a stock of wines and spirits. The total of these being added to the office book gives, with the Cash Sales, the total sales per week.

When an order is sent out by "Order Slip" to the cellarman for execution, the entry is ticked off in this book, and the number of the slip entered in the marginal column. In checking the orders back the following morning a cross-tick may be used over the original one, or a fresh one made in another column.

Order Slip.—

After an order has been received the next step is to have it properly executed. To give instructions to the cellarman the order is entered on an Order Slip. These slips are numbered consecutively for easy reference, and are simply plain sheets of paper bound roughly together, and perforated three or four to a page.

The particulars given are—

Date.

Name and Full Address of Customer, and How to be delivered.

Quantity and Description.

Bin or Case Number, if bottled wines.

Mark of Cask, if wines from the wood.

Mark and Number of Vat, if spirits.

Address Labels for the package should accompany the slip, and also an Excise Permit for removal of spirits if over one gallon, or one for any quantity if to the licensed trade. A Consignment Note is also required for goods despatched per rail.

Form 3.—

ORDER SLIP. 28

No. 1. *January 2nd* 1902.

MESSRS. HOLLAND & SONS,

GROCERS, BACUP.

10 gallons X 4
5 ,, PS 1
5 ,, R 2
10 ,, F 2

(Address Labels, Permit, and Railway Consignment Note sent with this.)

Per.....Railway, Immediate.

.....

ORDER SLIP. 29

.....

ORDER SLIP. 30

The cellarman, on removing the wine from the bin, seals or capsules it different colours (if more than one quality, or different vintages of the same denomination, are sent out), and enters the particulars on the slips, giving the case and jar numbers used in execution of the order. The name of the employee who delivers (if by own staff), or the means of delivery (if by cartage), is recorded, and the slip is then initialled by the cellarman responsible, and filed to be entered at the close of the day in the "Cellar Book," a permanent record of all that has passed out of his hands.

Some firms issue their instructions on a Cellarman's Order Slip in duplicate, one being retained and the other passed to the cellarman, who, after entering particulars and initialling, passes it on to the Bin Book clerk, who makes the necessary entries in his books and checks the order as sent out with the duplicate retained in the office, and then enters up direct into the Sales Day Book. This system facilitates despatch of goods, and will be found very serviceable in large private and wholesale businesses, as enabling the office to keep close up with the work done in the cellar.

Form 4.—

No. 2.

CELLARMAN'S ORDER SLIP.

Date..... No.....

Address to.....

.....

Conveyance.....

Quantity		Description	Bin, &c.	Size and Numbers of Packages
Doz. or Gallons	Bottles			
Remarks:				..... *Cellarman's Initials.*

Cellarman's Book.—

This book is recommended as constituting a permanent record of the day's work in goods despatched from the cellar; it also shows clearly the mark or bin of the wines sold, which are credited from its columns to the Cellar Bin Book. The folio of the Empty Package Ledger is the first column in the book, followed by the Name and Residence of the customer; the Mark of the Wine or Bin is next; then Dozens and Bottles of Wine, and Description with Gallons and Bottles of Spirits; the Numbers of the Cases and Jars used; Number of Order, and How delivered.

Form 5.—

CELLARMAN'S BOOK—

Folio of Empty Ledger	Name	Residence	Mark or Bin
	JANUARY 2 1902.		
	Holland & Sons	Bacup—	
54	Do.	Gin	.. ..
"	Do.	Scotch Whisky	.. ..
"	Do.	Rum	.. ..
"	Do.	Pale Brandy	.. ..
	Jones, John	Liverpool—	
	Do.	Port, Vintage 1890	P Bin 120
	Do.	Sherry	S Palido
	Do.	Californian Burgundy	Cal B Bin 10
	Do.	Old Scótch Whisky	.. ..
	Do.	.. ..	Benedictine
	Cash Sales	.. ..	P 20
	Do.	.. ..	S D
	Do.	.. ..	C 39
	JANUARY 3 1902.		
	Kelly, Jas.	Morecambe—	
	Do.	Irish Whisky	One Hhd.
	Do.	do.	Original contents 55 gallons,
	Cash Sales	.. ..	.. ..
	Do.	.. ..	.. ..
	JANUARY 4 1902.		
	Fletcher, The Hon. Ed.	Hassop House—	
	Do	Port	P Bin 20
	Do.	Pale Sherry	S 23
	Do.	Champagne	Ch Case 100
	Do.	do. (pints)	Ch Case 101 (½-botts)
	Do.	White Burgundy	Chablis Bin 26
	Do.	Old Brandy	Bin 150
	JANUARY 8 1902.		
	Cash Sales	.. ..	P A
	Do.	.. ..	P Retello
	Do.	.. ..	.. ..
	Office	.. ..	P Bin 20
	Do.	.. ..	S D
	JANUARY 10 1902.		
	Cash Sales	.. ..	.. ..
	Do.	.. ..	.. ..
	Do.	.. ..	.. ..
	Parkinson, E.	Settle—	
	Do.	Gin	.. ..
	Do.	Irish Whisky	.. ..
	Do.	Scotch Whisky	.. ..
	Do.	¼-cask Port..	P Tawny 5

GOODS OUTWARD.

Wine		Spirits			No. of Jars and Cases	Order No.	By whom sent
Doz.	Botts.	Galls.	Botts.	Description			
		10		X 1 17 u.p.	{ E 493 / E 301 }	28	Rail
		5		P S 1 pf.	E 309	"	do.
		5		R 1 pf.	E 280	"	do.
		10		F 1 10 u.p.	{ E 290 / E 292 }	"	do.
3				.. ..	Case No. 30		Rail
2				.. ..	Case No. 301		do.
1				.. ..	Case No. 71		do.
		4		P S 3 12 u.p.	D 128		do.
			2	D O M Liqueur			do.
	3		5	X 1 17 u.p.			
	1		3	P S 2 10 u.p.			
	2		2	R 2 12 u.p.			
	=	51 ullage gallons		No. OV 31027			
in bond at	London	derry Distillery, Cask returnable					
			4	P S 5			
			2	F 2			
10				.. ..	2 Cases 3/186 3/981 / 2 " 2/120 2/180		Rail
5	6			.. ..	2 " 3/198 3/196		do.
1				.. ..	Orig. Case		do.
2				.. ..	Orig. Case		do.
2				.. ..	1 Case 3/199		do.
			12	F Liqueur	..		do.
	3		5	X 1			
	2		10	P S 2			
			5	P S 5			
	1		1	P S 5			
	1						
			5	R 2			
			2	F 10			
			8	P S 2			
		4		X 1 17 u.p.	D 150		Rail
		20		P S 4 pf.	Cask No. 2004		do.
		12¾		P S 1 pf.	Cask No. 12357		do.
14	=	28 gallons racked ex-Pipe, cask not charged					

Form 5—(*continued*).

CELLARMAN'S BOOK—

Folio of Empty Ledger	Name	Residence	Mark or Bin
	JANUARY 15 1902.		
	Jackson, John..	Preston—	
	Do.	Port	P ◇M
	Do.	Sherry	S M D
	Do.	Irish Whisky	.. ..
	Do.	.. ..	reduced (by adding 1 gallon
	JANUARY 16 1902.		
	Kelly, Jas.	Morecambe—	
	Do.	Scotch Whisky	"Bowie" Distillery, Sept.
	Do.	.. ..	No. 1628 7021. 56 orig. 53·5
	Do.	.. ..	No. 1629 7022. 58 orig. 54·0
	Do.	.. ..	Sold in bond on the regauge = 107½
	JANUARY 18 1902.		
	Lofty & Co.	Manchester—	
	Do.	Moet Champagne	Ch Case 40
	Do.	do. (pints) ..	Ch Case 41 (½-botts.)
	Do.	Ayala Champagne	Ch Case 50
	Do.	do. (pints) ..	Ch Case 51 (½-botts.)
	Do.	Californian Port	Cal P Bin 8
	Do.	Californian Burgundy	Cal B 10
	East, Henry	Buxton—	
	Do.	Italian Red Wine	Chianti Bin 9
	Do.	Cherry Whisky	.. ..
	James, Ernest..	Rhyl—	
	Do.	Claret (pints)	C Bin 40 (½-botts.)
	Do.	Marsala	Mars Virgin
	JANUARY 20 1902.		
	Jones, John	Liverpool—	
	Do.	Claret	C 42
	Do.	Sherry	S Palido
	JANUARY 24 1902.		
	Kelly, James	Morecambe—	
	Do.	Scotch Whisky	.. ..
	Holland & Sons	Bacup	.. ..
	Do.	do.	.. ..
	Do.	do.	.. ..
	JANUARY 25 1902.		
	Cash Sales	.. ..	P 20
	Do.	.. ..	S B
	Office	.. ..	S D
	Do.	.. ..	P 20
	JANUARY 28 1902.		
	Travers, George	Poynton—	
	Do.	Port, Vintage 1870	P Bin 154
	Do.	Claret Margaux	C Bin 80
	Do.	Chât. Y'quem	Sauterne Bin 90
	Cash Sales	.. ..	S B
	Do.	.. ..	.. ..
	Do.	.. ..	.. ..

GOODS OUTWARD.

Wine		Spirits			No. of Jars and Cases	Order No.	By whom sent
Doz.	Botts.	Galls.	Botts.	Description			
2	=	(4 gall. jar)		.. ..	D 130		
2	=	(4 gall. jar)		.. ..	D 139		
		4		P S 4 pf.			
water) to 20	u.p. = 5	galls.		.. ..	E 282		
1898 make,	bonded	at 11 o.p.					
regauge				.. ..	..		Distillery Casks
regauge				.. ..	..		returnable
galls.							
10				.. ..	Orig. Cases		
20				.. ..	do.		
3				.. ..	do.		
4				.. ..	do.		
1				.. ..	do.		
1				.. ..	1 Case 2/150		
2	3			.. ..	1 Case 3/280		
			12	Grant's	Orig. Case		
4				.. ..	1 Case 3/285		
1				.. ..	1 " 1/20		
12				"St. Estephe"	4 × 3 { 680 570 / 109 576		
12				.. ..	4 × 3 { 620 765 / 268 657		
		5		P S Glenlivet	E 296		
		3		Ginger Brandy	C 180		
		3		Mint	C 200		
		3		Cloves	C 281		
	4						
	6						
	1		1	X 2			
	1						
1				.. ..	1 Case 1/27		
2							
	6			.. ..	1 " 3/573		
	2		5	X 1			
			3	R 2			
			5	P S 5			

Form 5—*continued.*

CELLARMAN'S BOOK—

Folio of Empty Ledger	Name	Residence	Mark or Bin
	JANUARY 29 1902.		
	Henderson, Geo. J.	Liverpool—	
	Do.	Irish Whisky	.. ..
	Do.	Gin	.. ..
	Do.	Rum..	.. ..
	Platt, Henry	Bolton—	
	Do.	Port, Vintage 1896	P Bin 70
	Do.	do. Tawny	P Dixons ⟨X⟩
	Do.	Scotch Whisky	.. ..
	Do.	Champagne	Ch Case 30
	Hillside Brewery Co., Lim. ..	Sale—	
	Do.	Jamaica Rum	.. ..
	Do.	Pale Brandy, Vintage 1890 ..	.. ..
	Cash Sales	.. ..	.. ..
	Do.	.. ..	.. ..
	Do.	.. ..	.. ..
	Do.	.. ..	.. ..
	Kelly, Jas.	Morecambe	Duty on 1 Hhd. Irish Whisky
	Do.	Do.	No. ⟨OV⟩ 31027
	JANUARY 30 1902.		
	Twitcher, Timothy	Brandy	.. ..
	Hanbury, Jonas	Tarragona	P T Bin 1
	Do.	Marsala	Mars
	Cash Sales	.. ..	P D
	Do.	.. ..	S B
	Do.	.. ..	C 39
	Midland Railway Company ..	Port	P 20
	Do. .. Claim for breakage—Liqueur Brandy ..		Bin 150
	Goods sent Hon. E. Fletcher, Hassop, Jan. 4		
	Jones, John	Liverpool—	
	Do.	Scotch Whisky	.. ..
	Do.	Pale Brandy	.. ..
	Do.	.. ..	C 56
	Fletcher, Hon. Ed.	Hassop—	
	Do.	Scotch Whisky	.. ..
	Do.	Pale Brandy	.. ..
	Do.	Liqueurs	.. ..
	Do.	Croft's Port	P 40
	Do.	Sandeman's Port..	P 70
	Armitage, John	Chester—	
	Do.	Sherry	S Bin 4
	Do.	Scotch Whisky	.. ..
	Do.	Pale Brandy	.. ..
	Do.	Liqueur	.. ..
	Do.	Liqueur	.. ..
	Do.	Port	P 72

N.B.—The written particulars in "Residence" column are omitted in practice—the

GOODS OUTWARD

Wine		Spirits			No. of Jars and Cases	Order No.	By whom sent
Doz.	Botts.	Galls.	Botts.	Description			
		5		P S 1 pf.	E 300		
		10		X 2 17 u.p.	Cask 12084		
		8		R 1 pf.	Cask 84		
14				.. ..	4 × 3 220 226 290 2 1 × 2 76	30	
14				.. ..	4 × 3 310 318 274 3 1 × 2 80	01	
		10		P S Glenlivet			
50				"Geraud & Cie, 1898"	Orig. Cases not charged, Nos. 86749–86799		
		27		R pf.	Orig. Cask not charged		
		14		F 10 u.p.	Octave No. 80		
			10	X 1 17 u.p.			
			3	P S 5			
			5	R 2			
			2	F 1			
ex-Bond, Lond	ondon	erry					
55 orig. gall.	50 ulla	ge (present	regauge	) 14 o.p. = 57 proof galls.			
			1	F 1 pale	. ..		Self
	2			.. ..	.. ..		do.
	1			.. ..	.. ..		do.
	3		6	R 2			
	3		8	P S 5			
	4		4	X 1			
	6						
			3	F Liqueur			
		20		P S Ben Nevis	Cask No. 24		
		4		F 1	D 111		
24				Reserved in Bin to order			
		15		P S Ben Lomand	Cask 25		
		10		F Vintage 1884	Cask 30		
			24	Curaçoa White Sec	Ca-e		
28				Vintage 1896, sealed Red			
28				Vintage 1896, sealed Blue			
10				.. ..	3 × 3 218 250 251 1 Case 1/10		
		27		P S Ben Nevis	Cask 182		
		(20 doz.)	240	F Liqueur	6 × 3 204 212 293 2 1 Case 2/84	95 228 2	31
			12	Maraschino	Orig. Case		
			12	Benedictine	Orig. Case		
30				.. ..	10 × 3 234 227 239 2	36 282 2	86299 320 323 341

mark or description being sufficient for the Bin or Ledger Clerk to enter up from.

Form 6.—

SANDALHAMPTON.....190....

Mr..... .....

Bought of

UNIVERSAL WINE & SPIRIT CO.

Importers of Wines and Spirits.

Quantity	

.....Empties Returned

Delivered by .....

SANDALHAMPTON.... .....190....

Mr.....

Bought of

UNIVERSAL WINE & SPIRIT CO.

Importers of Wines and Spirits.

Quantity	
	JARS SPIRIT.....
	CASKS WINE.....
	" SPIRIT.....
	DOZENS WINE.. ...
	" SPIRIT ...

.....Empties Returned.

Received by.....

SANDALHAMPTON.....190....

Mr.....

Bought of

UNIVERSAL WINE & SPIRIT CO.

Importers of Wines and Spirits.

Quantity	
	JARS SPIRIT.....
	CASKS WINE.....
	" SPIRIT.....
	DOZENS WINE.....
	" SPIRIT....

.....Empties Returned.

Delivered by ....

Delivery of Goods.—

In town this is done by the firm's own employees, or by delivery companies. Old bottled wines of rare vintages are carefully carried in flat baskets, in order that the crust should not be broken and the wine depreciated; or, if packed in cases, they are put lying the same way as they had previously done in the bin. Country merchants generally have a system of regular delivery by their own light spring vans in the villages and towns adjacent, and following upon their traveller's canvass for orders. This method, besides being a good form of advertisement for the firm, is convenient for collecting empties at the least trouble to the customer and cost to the business. It is not always customary to obtain receipts for goods delivered, but it is advisable to do so, and to give receipts for empties. A form of Carman's Delivery Note is here appended.

Cash Sales Book.—

Many family Wine Merchants who have no bar or retail business attached, do a considerable trade in selling single bottles of wines and spirits for cash, and if a grocer's or Italian warehouseman's business is carried on conjointly this will especially be the case. As it is unnecessary—the article being paid for—to enter it in the Order Book, a small book ruled for Quantity, Description, and Money columns with five or six perforated slips to a page is used. The sale is recorded in this, and the total amount taken each day is entered in the Cash Book as One Cash (Monday), Two Cash (Tuesday), according to the day of the week. The number of bottles sold is entered weekly into the Order Book, and thus included in the total sales there shown. The perforated slip is the cellarman's authority to take the bottle from his stock, and it is entered up at the end of his day's orders as Cash Sales in the Cellarman's Book.

Form 7.—

CASH SALES BOOK.

No.	Description		s	d
Bottles	*January 2nd 1902.*			
1	Port 30		3	6
1	X 1 Gin		2	6
1	Sherry D		2	6
1	Scotch Whisky 2		3	10
1	Rum 2		4	6
2	Claret 39		5	0
1	Port 30		3	6
2	Gin 17 u.p. 1		4	6
1	Port 30		3	6
2	PS Whisky 2		7	8
1	Rum 2		4	6
2	Gin 17 u.p. 1		4	6
6	Wines	18s. od.		
10	Spirits	32s. od.	50	0

Sales Day Book.—

This book is entered up daily from the "Cellarman's Book," or; in some instances, from the cellarman's Slip Ticket, initialled by him as correct after the order entered thereon has been sent out of stock.

Columns are ruled for Quantity Sold—Dozens and Bottles for wines, Gallons and Bottles for spirits. If the totals of these columns are used for checking the stock, care will have to be taken to enter the proper equivalent sold—as, for instance, where half bottles are sent out, the quantity in bottles should be entered, with an interlined remark that so many dozens of half bottles at such a price were delivered.

The Date is first entered on a separate line; then follows the Name and Address of the customer, with Particulars of the goods sold, at what rate, and the amount. These particulars are posted to the debit of the customer's account in the firm's Ledger, and, when done, the folio and distinctive letter of the Ledger is entered opposite the entry.

It is convenient and simpler in working, if, as in the example here given, only two columns are shown in the Day Book—viz.,

Form 8.—

SALES DAY BOOK.

Wines		Spirits		Ledger Folio	Particulars	Price	Total	Private Customers		Public or Licensed Customers		Vaults Trade	
Doz.	Botts.	Gall.	Botts.					Wines	Spirits	Wines	Spirits	Wines	Spirits
								£ s d	£ s d	£ s d	£ s d	£ s d	£ s d

"Wines" and "Spirits"—to agree with the columns provided for Quantities. There is no great necessity for any other, though, if thought well for purposes of analysis, these may be sub-divided into the articles that come under each designation—as, for instance, Wines might include Port, Sherry, Champagnes, &c.; or into qualities, as Red, White, or Sparkling; Spirits would include Brandy, Whisky, Liqueurs, &c., but this is not often done in practice. Where additions to the wine and spirit business are made—such as Mineral Waters, Cigars, Beer Agencies, &c.—a special column should be provided in the Sales Day Book for each class of goods to keep the business done in each clear and distinct.

Another division, which meets with some favour for the assistance it gives in balancing the Ledgers, is that of columns for the business done with Private Customers and Public or Licensed Trade Customers, and, where businesses have one in connection, Vaults or Bar Trade. A Ledger is kept for each class of custom, and the totals of each from the Sales Day Book being easily obtained, there is not much difficulty in striking a monthly or half-yearly balance. The very necessary information as to the separate sales of wines and spirits could be ascertained by extracting that information from each page of the Sales Day Book and tabulating the same, or by using a form of ruling as given on page 23.

The simpler division into two columns—viz., Wines and Spirits—is recommended, however; with, if desired, a separate Day Book for each class of customer to correspond with the Ledgers. Thus the amount of business done with each could be readily extracted and the Ledgers made self-balancing.

The Sales Day Book is totalled monthly, and the amount is carried to the credit of the account in the Nominal Ledger by means of a Journal entry.

Form 9.— SALES DAY BOOK. **10**

Wines		Spirits		Ledger Folio	Description	Price	Wines			Spirits		
Doz.	Botts.	Galls.	Botts.				£	s	d	£	s	d
					JANUARY 2 1902.							
				100 A	Holland & Sons, Bacup—							
		10			Gin, 17 u.p.	14/-		..		7	0	0
		5			Scotch Whisky, pf.	18/-		..		4	10	0
		5			Rum, pf.	17/-		..		4	10	0
		10			Brandy, Pale	22/-		..		11	0	0
				471 B	Jones, Jno., Liverpool—							
3					Port, 1890 Vintage	58/-	8	14	0			
2					Sherry, Palido	36/-	3	12	0			
1					Californian Burgundy ..	30/-	1	10	0			
		4			Scotch Whisky	25/-		..		5	0	0
			2		Benedictine	7/6		..		0	15	0
	6		10	480 B	Four Cash Sales	..	0	18	0	1	12	0
					JANUARY 3 1902.							
				200 A	Kelly, James, Morecambe—							
		51			1 hhd. Irish Whisky							
					◇OV 31,027 55·51 regauge 14 o.p., in bond, Londonderry, @	10/6		..		26	15	6
					Cask 15/-, Distillery returnable.							
			6	480 B	Five Cash Sales	..		..		1	3	0
					JANUARY 4 1902.							
				472 B	Fletcher, Hon. Ed., Hassop House—							
10					Port	30/-	15	0	0			
5	6				Sherry, Pale	30/-	8	5	0			
1					Champagne	84/-	4	4	0			
1					Do. 2 doz. ½-botts. (per 24)	89/-	4	9	0			
2					Chablis	24/-	2	8	0			
			12		Old Liqueur Brandy ..	8/-		..		4	16	0
					JANUARY 8 1902.							
	5		20	480 B	Three Cash Sales	..	0	15	0	3	2	6
					JANUARY 10 1902.							
			15	480 B	Five Cash Sales	..		..		2	15	0
	2				Office Account							
				300 A	Parkinson, E., Settle—							
		4			Gin, 17 u.p.	14/-		..		2	16	0
		20			Irish Whisky, pf.	18/-		..		18	0	0
		12¾			Scotch Whisky, pf.	16/9		..		10	13	7
14					1 quarter cask Port, ex. pipe, No. 5 Tawny, @ £14 14s. per 28 gallons	..	14	14	0			
					JANUARY 15 1902.							
				400 A	Jackson, John, Preston—							
2					4 galls. Port	10/6	2	2	0			
2					4 galls. Sherry	10/6	2	2	0			
		4			Irish Whisky, pf., reduced to 5 galls., 20 u.p.	14/6		..		3	12	6
44	7	135¾	5		Carried forward ..		68	13	0	108	1	1

Form 9—(*continued*). SALES DAY BOOK. 11

Wines Doz.	Wines Botts.	Spirits Galls.	Spirits Botts.	Ledger Folio	Description	Price	Wines £	Wines s	Wines d	Spirits £	Spirits s	Spirits d
44	7	135¾	5		Brought forward ..	..	68	13	0	108	1	1
					JANUARY 16 1902.							
				200 A	Kelly, James, Morecambe—							
					2 hhds. Scotch Whisky, Bowie, 1898 September, o.p.							
		107½			1628 7021 56 bonded 11 53·5							
					1629 7022 58 " 11 54·0	7/6		..		40	6	3
					Sold at regauge in bond..107·5							
					Distillery Casks returnable.							
					JANUARY 18 1902.							
				510 A	Lofty & Co., Manchester—							
10					Champagne, Moet's	70/-	35	0	0			
10					20 doz. ½ botts. do., per 24..	75/-	37	10	0			
3					Champagne, Ayala	78/-	11	14	0			
2					4 doz. ½ botts. do., per 24 ..	83/-	8	6	0			
1					Californian Port	36/-	1	16	0			
1					Californian Burgundy ..	25/-	1	5	0			
				473 B	East, Henry, Buxton—							
2	3				Chianti	30/-	3	7	6			
			12		Cherry Whisky	3/6		..		2	2	0
				474 B	James, Ernest, Rhyl—							
2					4 doz. ½ botts. Claret, per doz.	26/-	2	12	0			
1					Marsala..	24/-	1	4	0			
					JANUARY 20 1902.							
				471 B	Jones, Jno., Liverpool—							
12					Claret, St. Estephe	28/-	16	16	0			
12					Sherry, Palido	36/-	21	12	0			
					JANUARY 24 1902.							
				200 A	Kelly, James, Morecambe—							
		5			Scotch Whisky, Glenlivet ..	21/-		..		5	5	0
				100 A	Holland & Sons, Bacup—							
		3			Ginger Brandy	10/6		..		1	11	6
		3			Peppermint	10/6		..		1	11	6
		3			Cloves	7/6		..		1	2	6
					JANUARY 25 1902.							
	10			480 B	Six Cash Sales	..	1	4	6			
	2				Office Account							
					JANUARY 28 1902.							
				477 B	Travers, Geo., Poynton—							
1					Port	84/-	4	4	0			
2					Claret	30/-	3	0	0			
	6				Sauterne, Chât Yquem ..	72/-	1	16	0			
	2		13	480 B	Two Cash Sales..	..	0	5	0	2	7	6
105	6	262¼			Carried forward ..		220	5	0	162	7	4

Form 9—(*continued*). SALES DAY BOOK. **12**

Wines Doz.	Wines Botts.	Spirits Galls.	Spirits Botts.	Ledger Folio	Description	Price	Wines £ s d	Spirits £ s d
105	6	262¼			Brought forward ..		220 5 0	162 7 4
					JANUARY 29 1902.			
				500 A	Henderson, Geo. J., Liverpool			
		5			Irish Whisky, pf.	18/-	..	4 10 0
		10			Gin, 17 u.p.	14/-	..	7 0 0
		8			Rum, pf.	17/-	..	6 16 0
				475 B	Platt, Hy., Bolton—			
14					Port, Vintage 1896	42/-	29 8 0	
14					Port, Dixon's D Diamond ..	38/-	26 12 0	
		10			Scotch Whisky	21/-	..	10 10 0
50					Champagne, Geraud & Cie, 1893, Nos. 86749/99	96/-	240 0 0	
				600 A	Hillside Brewery Co., Lim., Sale—			
		27			Rum, Jamaica, pf.	17/6	..	23 12 6
		14			Brandy, Pale, Vintage 1890..	21/-	..	14 14 0
			20	480 B	Three Cash Sales	..	..	3 2 0
				200 A	Kelly, Jas., Morecambe—			
					Duty on 1 hhd. Irish Whisky, OV 31,027 in bond, Londonderry, 55 original, 50 ullage, 14 o.p.=57 pf. gall. @ (net cash)	11/-	..	31 7 0
					JANUARY 30 1902.			
				480 B	Twitcher, Timothy—			
			1		Pale Brandy	5/-	..	0 5 0
				480 B	Hanbury, Jonas—			
	2				Tarragona	1/6	0 3 0	
	1				Marsala..	2/-	0 2 6	
	10		18	480 B	Four Cash Sales	..	1 10 0	2 0 6
				481 B	Midland Railway Co.—			
	6				Port .. .. per doz.	30/-	0 15 0	
			3		Old Liqueur Brandy, per bot.	8/-	..	1 4 0
					Claim for breakage in transit consigned to Honble. E. Fletcher, Hassop, Jan. 4th			
				471 B	Jones, Jno., Liverpool—			
		20			Scotch Whisky, Old.. ..	25/-	..	25 0 0
		4			Pale Brandy	30/-	..	6 0 0
24					Claret, St. Estephe	28/-	33 12 0	
					Reserved in bin to order.			
				472 B	Fletcher, Hon. Ed., Hassop—			
		15			Scotch Whisky, Old	24/6	..	18 7 6
		10			Vintage Pale Brandy ..	33/6	..	16 15 0
		4			2 doz. Liqueurs Curagao ..	90/-	..	9 0 0
28					Port, Croft's 1896 Vintage ..	40/-	56 0 0	
28					Port, Sandeman's 1896 Vint.	40/-	56 0 0	
				479 B	Armitage, John, Chester—			
10					Sherry	42/-	21 0 0	
		27			Scotch Whisky, Old.. ..	25/-	..	33 15 0
		40			20 doz. Old Liqueur Brandy	60/-	..	60 0 0
		2			1 doz. Maraschino	78/-	..	3 18 0
		2			1 doz. Benedictine	90/-	..	4 10 0
30					Port, Fine Old bottled ..	63/-	94 10 0	
305	1	467¼					£779 17 6	444 13 10

Sales Credit Book.—

This should be ruled the same as the Sales Day Book, or, if the entries are not sufficiently numerous for a separate book, the pages at the end of the Sales Day Book, headed (in red ink) Credit Returns, might be used.

The use of this book is for crediting customers with Sundry Returns, Allowances, and Overcharges. A mistake in an order, or goods returned through not being liked—the matter is put right by an entry here, and passing to the credit of the customer's Ledger Account. The monthly or half-yearly total is debited to the Wine or Spirit Account in the Nominal Ledger, or credited off the total of Sales shown.

Under no circumstances should this Returns Book be used to record any kind of purchase, whether of wines, spirits, or sundries, and the principal should be constantly on the alert to see that no improper use is made of this means of crediting a Personal Account.

Form 10.— SALES CREDIT BOOK. (RETURNS).

Wines		Spirits		Ledger Folio	Description	Price	Wines	Spirits
Doz.	Botts.	Galls.	Botts.					
							£ s d	£ s d
					JANUARY 10 1902.			
				472 B	Fletcher, Hon. Ed., Hassop House—			
	6				Port	30/-	0 15 0	
			3		Old Liqueur Brandy ..	8/-	..	1 4 0
					Broken in transit and claimed off Railway Company.			
					JANUARY 20 1902.			
					Parkinson, E., Settle—			
				300 A	Overcharge on Irish Whisky, pf.			
					20 galls. charged at 18/- should be at 17/6	..	..	0 10 0
					JANUARY 28 1902.			
				100 A	Holland & Sons, Bacup—			
		3			Ginger Brandy @	10/6	..	1 11 6
					Refused and Returned.			
					JANUARY 30 1902.			
				1 A	Sandalhampton Hotel Company—			
		30			Brandy Returned	20/-	..	30 0 0
	6	33	3		Total		£0 15 0	£33 5 6

CHAPTER III.

SALES LEDGER.

The Ledger is an important book in every business, being an abstract of other books, and showing the accounts either of the merchant himself or of persons entrusted with commodities on his behalf, or of others with whom he deals. Into it in its various sub-divisions is collated all information regarding a firm's financial position, its relation to the persons the firm has dealings with, and the result of its trading operations. In extensive concerns it is found more convenient to have several Ledgers for the different branches of the business—such as Town Ledger, Country Ledger, Agency or Foreign Ledger—and in the particular business we are considering we shall, for more than one reason, find the best sub-division to be into Public or Trade (Licensed) Customers' Ledger and Private Customers' Ledger, the size and importance of the books varying with the style and class of business done by the merchant. The first, or Trade Customers, are dealt with on strict terms of credit at wholesale prices, whereas the private customers have the reputation of taking advantage of the full credit terms allowed on their accounts.

Public or Licensed Trade Ledger.—

Owing to the systematic purchase of licensed houses by brewers during the past ten or fifteen years, this section of their trade has

to a great extent passed out of the hands of the country Wine Merchants. The consequence has been that the licensee or tenant is tied to the brewer, who has either set up a Wine and Spirit Department in his brewery, and supplied those articles, with beer, to his own houses; or "tied" his tenants by agreement to take their supplies of wines and spirits from his "nominee," a Wine and Spirit Merchant who may very likely be largely financed by the brewer, or a limited company in which the brewer has a controlling influence by reason of holding a preponderance of the ordinary share capital. In some instances the local merchant may secure a continuance of his old connection, and retain his influence by coming to terms with the brewer to supply his houses. In this Ledger, therefore, he will enter the accounts of customers who hold either a—

(1) Spirit Dealer's Licence to sell not less than two gallons off the premises.

(2) Spirit Retailer's Licence to sell not less than one reputed quart off the premises.

(3) Wine Dealer's Wholesale Licence, off the premises.

(4) Wine Retailer's Licence, on and off the premises.

(5) Wine and Spirit Grocer's off the Premises Licence, *Ireland and Scotland.*

(6) Spirit Retailers' (Publicans) or full Licences, entitling the holder to retail every description of excisable beverages on or off the premises.

These are waited upon by the representative of the firm at regular intervals—viz., every two or three months; and for easy reference the accounts are entered in the sequence or order of

their respective journeys in the Ledger, sufficient space being left between each journey for new accounts being opened.

The abstracting of accounts for the traveller is thus easily and expeditiously done. The index, which is best bound separately from the Ledger, should have on the first leaf (for quick reference) a general classification of the journeys and the pages allotted to each, and afterwards the names of individual customers arranged in alphabetical order, one letter to a page, giving Name, Sign of the House, Place, and Ledger folio, all on the same line. At the head of each account in the Ledger it is advisable to enter in abbreviated memoranda any information the merchant may know respecting the house—*i.e.*, the owner's name; if sold at any time, the value it realised; the brewer's name, if tied; and the limit of amount and credit to be allowed to the tenant for the time being. Such information is often of the greatest importance and value.

Private Customers' Ledger.—

This is generally the largest book, and constitutes a valuable record of the business of an old-established family Wine Merchant, containing, as it would do, numerous and important accounts. It has a separate index, the names being entered in alphabetical order.

The rulings in this and the previous Ledger are alike, and need not differ from an ordinary Ledger ruling. It is, however, very useful to have duplicate money columns on the debit side, which may be used for balancing purposes, entering monthly or half-yearly totals, or memorandum of empties owing.

To make an entry from the Sales Day Book the date is first written, followed by "To Goods," the folio of the Day Book, and the amount of the debit. Afterwards, in making out the

account, the clerk must have the Sales Day Book at his elbow to obtain particulars of the entry; and this, in a case where reference to goods supplied for several years back is required, becomes tedious and perplexing. It is therefore infinitely better that the entry should be a copy of the Day Book, or at least an abbreviated one, giving Quantity, Description, and Price. Where a customer has purchased vintage wines, the Shipper, Mark, and Colour of Seal on the Cork should be noted in the Ledger entry, and then, when at some future time information on these points is desired, it will facilitate business to be able to give the same promptly without reference to old disused Sales Day Books.

The balances standing in Ledgers A and B on December 31st 1901 are as under:—

Form 11— SALES LEDGERS.

BALANCES, December 31st 1901.

		£	s	d	£	s	d
Ledger A							
1	Sandalhampton Hotel Company	130	10	0			
100	Holland and Son	50	0	0			
200	Kelly, James	120	0	0			
300	Parkinson, E.	150	0	0			
400	Jackson, John	35	10	0			
510	Lofty & Co.	100	2	6			
					586	2	6
Ledger B							
471	Jones, J.	35	5	0			
472	Fletcher, Hon.	50	0	0			
475	Platt, Hy.	64	0	0			
476	Amiott, Charles	52	17	6			
478	Thwaites, Son & Lisle	17	0	0			
479	Armitage, John	118	0	0			
					337	2	6
	Balances this date ..	..			£923	5	0

The balances in the Ledgers on January 31st 1902 are as under:—

Form 12— SALES LEDGERS.

BALANCES, January 31st 1902.

		£ s d	£ s d
Ledger A.			
100	Holland & Son	2 14 0	
200	Kelly, James	5 5 0	
300	Parkinson, E.	114 18 7	
500	Henderson, George J.	18 6 0	
510	Lofty & Co.	95 11 0	
600	Hillside Brewery Company	38 6 6	
			275 1 1
Ledger B.			
471	Jones, John	103 0 0	
472	Fletcher, Hon. E.	193 5 6	
474	James, Ernest	3 16 0	
475	Platt, Henry	306 10 0	
476	Amiott, Chas.	22 17 6	
477	Travers, Geo.	9 0 0	
479	Armitage, John	265 13 0	
481	Midland Railway Company	1 19 0	
			906 1 0
	Balances this date ..	..	1,181 2 1

Trial Balance, Sales Ledgers A and B.

Form 13— SALES LEDGERS.

TRIAL BALANCE, January 31st 1902.

		£ s d		£ s d
1901 Dec. 31	Balances—Ledger A.	586 2 6		
	Ledger B.	337 2 6		
1902 Jan. 31	Sales—Wines	779 17 6		
	Spirits	444 13 10		
"	Cash Received	..	..	922 11 3
"	Discounts Given	..	..	7 10 0
"	Returns Credit	..	Wines ..	0 15 0
		..	Spirits ..	33 5 6
"	Bad Debts	..	..	2 12 6
"	Balances	..	Ledger A.	275 1 1
		..	" B.	906 1 0
	£	2,147 16 4	£	2,147 16 4
1902 Feb. 1	Balances	1,181 2 1		

Balances, December 31*st* 1901, are amounts due by customers to the firm as per particulars given on preceding list at this date.

Sales.—The amounts placed to the debit of the accounts in the Ledgers being the total of the two columns Wines and Spirits of the Sales Day Book for the month of January.

Cash Received.—The amounts credited to the accounts in the Ledgers from the Cash Book, and being the total of the column Sales Ledgers in that book.

Credit Returns.—The total of amounts credited to the Ledger Accounts for Goods, &c., returned, and is taken from the Credit Sales Ledger or Returns Book.

Bad Debts.—These are by a Journal entry carried to an account for Bad Debts, and dealt with in the Profit and Loss Account.

Balances, January 31*st* 1902, as per preceding list, are accounts owing at this date to the firm taken out of the two Ledgers.

Form 14.—

PUBLIC OR LICENSED TRADE CUSTOMERS.

LEDGER "A."

General Index.

		Folio		
Local		1	to	100
No. 1 Journey, Bacup District (Rochdale, Burnley, Blackburn, Guide Bridge) ..		100	,,	199
,, 2 ,, Morecambe District (&c.)		200	,,	299
,, 3 ,, Settle ,, ,, ...		300	,,	399
,, 4 ,, Preston ,, ,, ...		400	,,	499
,, 5 ,, Liverpool ,, ,, ...		500	,,	599
,, 6 ,, Sale ,, ,, ...		600	,,	699
General		700	,,	1,000

Particular Index.

Holland & Sons, Bacup	100
Henderson, G. J., Liverpool	500
Hillside Brewery Company, Sale	600
Jackson, Jno., Preston	400
Kelly, Jas., Morecambe..	200
Lofty & Co., Manchester	510
Parkinson, Elijah, Settle	300
Sandalhampton Hotel Company, Sandalhampton.. ..	1

1 LOCAL. 1

Dr. SANDALHAMPTON HOTEL COMPANY, SANDALHAMPTON. *Cr.*

MEMO.—1902 Price, £6,000. Free. JOHN JAMES, Manager

		£ s d	£ s d				£ s d	£ s d
1902 Jan. 1	To Balance	..	130 10 0	1902 Jan. 30	By Cash .. .. (Dividend, first and final)	509	..	97 17 6
				"	" 30 galls. Brandy returned..	S.B. 49	..	30 0 0
				31	" Bad Debt Account.. ..	P.L. 3	..	2 12 6
			£130 10 0					£130 10 0

100 No. 1 JOURNEY. 100

Dr. HOLLAND & SONS, BACUP. *Cr.*

MEMO.—Safe Account. GROCERS.

				£ s d	£ s d				£ s d	£ s d
1902 Jan. 1	To Balance		..	50 0 0		1902 Jan. 2	By Cash	509	50 0 0	
2	10 galls. Gin, 17 u.p. ..	14/-	10	7 0 0		10	" Cash	509	25 13 0	
"	5 " Scotch Whisky, pf.	18/-	10	4 10 0		"	" Discount	509	1 7 0	
"	5 " Rum, pf. ..	18/-	10	4 10 0						
"	10 " Brandy, pale, 15 u.p.	22/-	10	11 0 0						
24	3 " Ginger Brandy	10/6	11	1 11 6		28	" 3 galls. Ginger Brandy 10/6	C.S.B. 49	1 11 6	
"	3 " Peppermint ..	15/6	11	1 11 6						1 11 6
"	3 " Cloves	7/6	11	1 2 6						
					4 5 6					
					1 11 6					
					2 14 0					

Dr. KELLY, JAMES, MORECAMBE. *Cr.*

MEMO.—Owners, Sea View Brewery Company. Free. "THE TROCADERO."

1902			£ s d	£ s d	1902			£ s d	£ s d
Jan. 1	To Balance	..	120 0 0		Jan. 2	By Cash	509	120 0 0	
3	1 hhd. Irish Whisky, No.				8	" Do.	509	26 10 0	
	(OV) 31,027—	11			"	" Discount	509	0 5 6	
"	51 galls. regauge, 14 o.p. at 10/6, in bond	11	26 15 6						
	(Distillery cask returnable or charged 15/-)	11							
16	2 hhds. Scotch Whisky, Bowie, Sept. 1898—				20	" Cash	509	39 16 0	
					"	" Discount	509	0 10 3	
	No. 1,628/7,021 56 53·5 ull. 11 o.p.	11							
	No. 1,629/7,042 58 54·0 ull. 11 o.p.	11							
	107·5 galls at 7/6 (Distillery cask returnable)	11	40 6 3						
24	5 galls. Scotch Whisky, Glenlivet, 21/-	11	5 5 0		30	" Cash	509	31 7 0	
29	Duty on 1 hhd. Irish Whisky, (OV) 31,027, 57 pf. galls. at 11/- net	13	31 7 0						31 7 0
				36 12 0					
				31 7 0					
				5 5 0					

300 No. 3 JOURNEY. 300

Dr. PARKINSON, ELIJAH, SETTLE. *Cr.*

"THE CLARENDON."

1902			£ s d	£ s d	1902			£ s d	£ s d
Jan. 1	To Balance	..	150 0 0		Jan. 10	By Cash	509	40 15 0	
10	4 galls. Gin, 17 u.p. .. 14/-	11	2 16 0		20	" Do.	509	40 0 0	
"	20 " Irish Whisky, pf. 18/-	11	18 0 0				C.S.B.		
"	12¾ " Scotch " " 18/-	11	10 13 7		"	" Overcharge on Whisky ..	49	0 10 0	
"	28 " Port, Tawny, No 5, at £14 14s.	11	14 14 0						81 5 0
				196 3 7					
				81 5 0					
				114 18 7					

400 No. 4 JOURNEY. 400

Dr. JACKSON, JOHN, PRESTON. *Cr.*

"THE VAULTS."

1902			£ s d	£ s d	1902			£ s d	£ s d
Jan. 1	To Balance	..	35 10 0		Jan. 2	By Cash	509	35 10 0	
15	4 galls. Port 10/6	11	2 2 0		25	" Do.	509	7 9 9	
"	4 " Sherry 10/6	11	2 2 0		"	" Discount	509	0 6 9	
"	4 " Irish Whisky, pf., reduced to 20 u.p. = 5 galls. at 14/6	11	3 12 6						

500 — No. 5 JOURNEY. — **500**

Dr. — HENDERSON, GEO. J., LIVERPOOL. — *Cr.*

"THE PIER HOTEL."

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 29	5 galls. I. Whisky, pf., PS 1 18/-	12	4 10 0						
"	10 " Gin, 17 u.p. X 2 14/-	12	7 0 0						
"	8 " Rum, pf... R 8 17/-	12	6 16 0						
				18 6 0					

510 — No. 5 JOURNEY. — **510**

Dr. — LOFTY & CO., MANCHESTER. — *Cr.*

CATERERS.

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 1	To Balance	..	100 2 6		1902 Jan. 25	By Cash, and Discount 2/6 ..	509	100 2 6	
18	10 doz. Champagne, Moet's, 70/-	11	35 0 0						
"	20 " ½-botts. do. do., per 24, 75/-	11	37 10 0						
"	3 " do Ayala, 78/-	11	11 14 0						
"	4 " ½-botts. do. do., per 24, 83/-	11	8 6 0						
"	1 " Californian Port .. 36/-	11	1 16 0						
"	1 " do. Burgundy, 25/-	11	1 5 0						
				95 11 0					

600 — No. 6 JOURNEY. — **600**

Dr. — HILLSIDE BREWERY COMPANY, LIM., SALE. — *Cr.*

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 29	27 galls. Rum, pf. Jamaica, 17/6	12	23 12 6						
"	14 " Pale Brandy, 1890 Vintage, 21/-	12	14 14 0						
				38 6 6					

Form 15.—

PRIVATE CUSTOMERS' "LEDGER B."

INDEX.

Amiott, Charles, Oswestry 476

Armitage, John, Chester.. 479

East, Henry, Buxton 473

Fletcher, Hon Edward, Hassop House 472

Jones, John, Liverpool 471

James, Ernest, Rhyl 474

Midland Railway Company 481

Platt, Henry, Bolton 475

Sundries Account 480

Travers, George, Poynton 471

Thwaites, Son & Lisle, Bury 480

Dr.—**471** JONES, JOHN, LIVERPOOL. *Cr.*

1902				£ s d	£ s d	1902			£ s d
Jan. 1	To Balance			35 5 0		Jan. 2	By Cash and Discount 15/-	509	35 5 0
2	3 doz. Port, 1890 Vintage	58/-	10	8 14 0		"	" Do. do. 11/-	509	19 11 0
"	2 " Sherry, Palido ..	36/-	10	3 12 0					
"	1 " Californian Burgundy .. net	30/-	10	1 10 0					
"	4 galls Scotch Whisky "	25/-	10	5 0 0					
"	2 botts. Benedictine "	7/6	10	0 15 0					
20	12 doz. Claret, St. Estèphe	28/-	11	16 16 0					
"	12 " Sherry, Palido ..	36/-	11	21 12 0					
30	20 galls. Scotch Whisky, Old	25/-	12	25 0 0					
"	4 galls. Pale Brandy ..	30/-	12	6 0 0					
"	24 doz. Claret, St. Estèphe reserved in Bin ..	28/-	12	33 12 0					
					103 0 0				

Dr.—**472** FLETCHER, THE HON. EDWARD, HASSOP HOUSE. *Cr.*

1902				£ s d	£ s d	1902			£ s d
Jan. 1	To Balance		..	50 0 0		Jan. 8	By Cash	509	50 0 0
4	10 doz. Port	30/-	10	15 0 0				C.S.B.	
"	5½ doz. Sherry, Pale ..	30/-	10	8 5 0		10	" ½ doz. Port 30/-	49	0 15 0
"	1 doz. Champagne ..	84/-	10	4 4 0				C.S.B.	
"	2 doz. ½-botts. Champagne, @ per 24 ..	89/-	10	4 9 0		"	" 3 botts O.L. Brandy 8/-	49	1 4 0
"	2 doz. Chablis	24/-	10	2 8 0					1 19 0
"	12 botts. Old Liqueur Brandy	8/-	10	4 16 0					
30	15 galls. Scotch Whisky, Old	24/6	12	18 7 6					
"	10 galls. Vintage Pale Brandy	33/6	12	16 15 0					
"	2 doz. Liqueur Curagoa	90/-	12	9 0 0					
"	28 doz. Port, Crofts, 1896	40/-	12	56 0 0					
"	28 doz. Port, Sandeman's 1896	40/-	12	56 0 0					
					195 4 6				
					1 19 0				
					193 5 6				

Dr.—**473** EAST, HENRY, BUXTON. *Cr.*

				£ s d	£ s d					£ s d
1902 Jan. 18	$2\frac{3}{12}$ doz. Chianti ..	30/-	11	3 7 6		1902 Jan. 29	By Cash		509	5 9 6
"	12 botts. Cherry Whisky	3/6	11	2 2 0						
				£5 9 6						£5 9 6

Dr.—**474** JAMES, ERNEST, M.D., RHYL. *Cr.*

				£ s d	£ s d					£ s d
1902 Jan. 18	4 doz. ½-botts. Claret, @ per 24	26/-	11	2 12 0						
"	1 doz. Marsala	24/-	11	1 4 0						
					3 16 0					

Dr.—**475** PLATT, HENRY, BOLTON. *Cr.*

				£ s d	£ s d				£ s d
1902 Jan. 1	To Balance		..	64 0 0		1902 Jan. 2	By Cash	509	60 18 0
29	14 doz. Port, 1896 Vintage	42/-	12	29 8 0		"	" Discount	509	3 2 0
"	14 " " Dixon ◇	38/-	12	26 12 0					
"	10 galls. Scotch Whisky	21/-	12	10 10 0					
"	50 doz. Champagne, Geraud 1893	96/-	12	240 0 0					
					306 10 0				

Dr.—**476** AMIOTT, CHARLES, OSWESTRY. *Cr.*

				£ s d	£ s d				£ s d
1902 Jan. 1	To Balance		..	52 17 6		1902 Jan. 10	By Cash	509	30 0 0
					52 17 6				
					30 0 0				
					22 17 6				

Dr.—**477** TRAVERS, GEORGE, POYNTON. *Cr.*

				£ s d	£ s d				£ s d
1902 Jan. 28	1 doz. Port	84/-	11	4 4 0					
"	2 " Claret	30/-	11	3 0 0					
"	½ " Sauterne Châtâ Yquem.. ..	72/-	11	1 16 0					
					9 0 0				

Dr.—**478** THWAITES, SON & LISLE, MESSRS., BURY. *Cr.*

			£ s d	£ s d				£ s d
1902 Jan. 1	To Balance	..	17 0 0		1902 Jan. 15	By Cash	509	16 10 0
					"	" Discount	509	0 10 0
			£17 0 0					£17 0 0

Dr.—**479** ARMITAGE, JOHN, CHESTER. *Cr.*

				£ s d	£ s d			£ s d
1902 Jan. 1	To Balance		..	118 0 0		1902 Jan. 3	By Cash	509	50 0 0
30	10 doz. Sherry	42/-	12	21 0 0		20	" "	509	20 0 0
"	27 galls. Scotch Whisky Old	25/-	12	33 15 0					70 0 0
"	20 doz. Old Liqueur Brandy	60/-	12	60 0 0					
"	1 doz. Maraschino ..	78/-	12	3 18 0					
"	1 " Benedictine ..	90/-	12	4 10 0					
"	30 " Port	63/-	12	94 10 0					
					335 13 0			
					70 0 0			
					265 13 0			

Dr.—480 SUNDRIES ACCOUNT. *Cr.*

1902			£ s d	£ s d	1902			£ s d
Jan. 2	To Sales—Four Cash (Thursday)	10	2 10 0		Jan. 2	By Cash	509	2 10 0
3	" " Five " (Friday)	10	1 3 0		3	" "	509	1 3 0
8	" " Three " (Wednesday)	10	3 17 6		8	" "	509	3 17 6
10	" " Five "	10	2 15 0		10	" "	509	2 15 0
25	" " Six "	11	1 4 6		25	" "	509	1 4 6
28	" " Two "	11	2 12 6		28	" "	509	2 12 6
29	" " Three "	12	3 2 0		29	" "	509	3 2 0
30	" " Twitcher, Timothy	12	0 5 0		30	" "	509	0 5 0
"	" " Hanbury, Jonas ..	12	0 5 6		"	" "	509	0 5 6
"	" " Four Cash	12	3 10 6		"	" "	511	3 10 6
			£21 5 6					£21 5 6

Dr.—481 MIDLAND RAILWAY COMPANY. *Cr.*

1902			£ s d	£ s d		£ s d
Jan. 30	6 botts. Port 30/-	12	0 15 0			
"	3 " O.L. Brandy .. 8/-	12	1 4 0			
	Claim for loss in transit consigned January 4th to Hon. E. Fletcher, Hassop ..	..	..	1 19 0		

CHAPTER IV.

RECEIVED GOODS AND PURCHASES OR BOUGHT DAY BOOKS.

Received Goods Book.—

When goods are received in bulk by water or rail, the cellarman, before signing the Carman's Sheet, should satisfy himself that no tampering with, or leakage, has taken place *en route.* Every Wine Merchant should have a weighing machine, and check off the weight as given by the Delivery Sheet with what his own machine shows. Many an overcharge may be detected by these means, and the cost of the machine soon saved. Each weight should be entered in the Goods Received Book, with name of sender, description, and delivering railway company. The Monthly Carriage Account received from the railway company should be checked by this book, and, in the case of goods sent outwards, with the Outward Consignment Notes.

A further instance of the utility of a weighing machine as a check is when some of the principal gin rectifiers invoice and send out casks of gin by weight; the tare and net are shown, and the number of gallons the net weight equals is entered and priced out at the rate per gallon, as under:—

No. of Cask		Gross		Tare		Net		Per gallon at 12/6 = £67 10s.
192	..	10 3 9	..	1 3 2	..	9 0 7	=	108 galls. contents,

Of course, this is checked when the cask is racked off, but seeing the weights agree is a quicker and quite as satisfactory a test.

Form 16.—

GOODS RECEIVED BOOK.

Convey-ance	Name from	Address	Descrip-tion	No. of Package	Railway Company's Weight	Firm's Weight
					Tons cwt. qrs. lbs.	Tons cwt. qrs. lbs.

Purchases or Bought Day Book.—

In small country businesses, probably on the score of economy in labour as well as cost, it is customary to dispense with this book, and by carrying the total of the invoice forward on consecutive invoices, if filed, or, if gummed in a Guard Book, on the brown paper sheet, obtain a monthly or half-yearly total to balance the Ledgers with, the posting to the account in the Ledger being made directly from the invoice.

This is not to be advised, for what may be saved in labour is lost in efficiency, no information being given as to the amount of purchases in any section, or of any particular article sold in the business, and as the connection increases, and probably agencies are brought in, the confusion becomes worse, and a

Bought Day Book has to be started, which ought to have been done from the first.

The following pages will show the ruling of this book and the columns into which the invoices are analysed. These in an ordinary Wine and Spirit Merchant's business need not be numerous, and in some are limited to two—viz., Wines and Spirits—but this hardly gives sufficient information, and it is better to go a little further, and sub-divide them into Wines, Duty on Wines; Spirits, Duty on Spirits; and Corks, Bottles, and Capsules that are included in the cost of the same. If further information is needed by reason of the Sales Day Book being sub-divided into the different classes of wines and spirits —such as Port, Sherry, Whisky, Gin, &c.—it is very easy to analyse the goods purchased into similar columns in this book. Then, if the stock is taken separately, the trading in each article is readily obtainable.

Invoices should give full particulars of the goods entered thereon, without having to refer to warrants, &c., that accompany them. Some firms give as little information as they can, causing the purchaser trouble afterwards to obtain it. The form here given is a useful one for proprietary goods—such as Champagne, Cased Whiskies, &c.—where cash payment is a matter of moment. The next specimen is one for duty payments only, which being advanced for the merchant by the distiller is prompt cash, and is frequently met by the latter issuing a cash order upon his customer, which must be honoured upon presentation.

Form 17.—

PROPRIETARY GOODS SPECIAL INVOICE.

LONDON.

January 1st 1902.

MESSRS. THE UNIVERSAL WINE AND SPIRIT CO.,

Wine Lodge, Sandalhampton.

Bought of THE CALIFORNIAN WINE CO., LONDON,

Foreign Wine and Spirit Merchants.

Casks, Cases, and Flagons as charged must be paid for, and same price will be allowed when in good condition, within six months of date of Invoice.

Discount for Cash within seven days as under	Nos. of of Cases	Particulars							
£ s d							£ s d	£ s d
0 2 6	865 868	5 Doz. Solisa Burgundy	..	..	20/-		5 0 0	
0 4 6	877 880	10 " " Chablis	..	..	18/-		9 0 0	
0 3 9	871 872	5 " " Port	..	..	30/-		7 10 0	
0 5 0	873 876	10 " " Hock	..	..	20/-		10 0 0	
							..	31 10 0
			Discount		..		..	0 15 9
£0 15 9			Net Cash		..		..	30 14 3

NOTE.—The Discount as noted on this Invoice will only be allowed for Cash in 7 days. If monthly account is required, half discount only will be credited. Beyond that time the account will be strictly net, and no allowance made.

KINDLY NOTE.—These terms must be adhered to for this class of goods. No allowance for shorts or breakages.

Form 18.— ANNAN, January 6th 1902.

Messrs. THE UNIVERSAL WINE AND SPIRIT COMPANY,

WINE LODGE, SANDALHAMPTON.

To THE BOWIE DISTILLERY COMPANY, LIM., ANNAN. *Dr.*

No receipt for payment will be acknowledged by us unless our adhesive stamp is used.

Duty paid on Whisky sold in Bond only on receipt to cover same or Cash order.

TO CASH ADVANCED FOR DUTY ON WHISKY.

Nos. Excise	Nos. Merchants	Contents	Ullage	Strength	Proof Gallons	Rate	Amount
				O.P.			£ s d
1630	7023	56	53·5	2·1	54·6	11/-	30 0 7
1632	7025	59	54·0	2·5	55·2	11/-	30 7 2
							£60 7 9

We beg to advise Cash order on ..... for above amount, which please honour on presentation.

Before signing the Carrier's receipt please ascertain if any loss by Pilferage or Leakage has occurred in transit. If signed for in "good order" no claim can afterwards be entertained. Notice of loss to be advised to us within three days.

It is very important that immediately invoices are received they should be checked with the goods to see that the quantity and quality are correct, the price verified, and amount calculated out; and if any error is discovered the sender should be notified, and a corrected invoice obtained, or a credit note for the amount, if overcharged. The invoices are then placed in order according to the date, and all particulars entered into the Bought Day Book, the total or net amount being entered in the "Amount of Invoice" column. The folio of the Day Book is entered plainly on the invoices, and the latter filed away consecutively. They are afterwards easily referred to and obtainable.

The arrangement which permits of a file of invoices when full being bound between thin card-board covers like a book, with a label on the back giving the period covered, is recommended on the score of neatness, security, and facility of reference, and is far better than the gummed brown paper Guard Book of earlier days.

Numbering the invoices is also recommended as an additional safeguard against loss, unintentional or otherwise.

If the merchant purchases other goods—such as Cigars, Mineral Waters, Beer, &c.—the same will need a separate column in this, as well as in the Sales Day Book, to keep a proper record of the business done.

The details of the ruling are as under:—

Invoice Number.
Name and Description.
Bond Book, &c., Folio.
Ledger Folio.

Total Amount of Invoice.
Wines.
Duty on Wines.
Spirits.
Duty on Spirits.
Corks, Bottles, Capsules, &c.

Invoice Number.—These are numbered consecutively immediately upon receipt and entry.

Description.—The name of the merchant from whom the purchase is made, with full particulars of marks, quantity, and description of the goods from the invoice, are entered in this column; and, in clearing of spirits, the regauge and quantity in proof gallons upon which the charge for duty is calculated is shown.

Bond Book, &c., Folio.—This is for entry of the folio of all goods bought in bond, or, in the case of duty-paid goods, on being cleared from bond. Reference to the Case Bin or folio of the Cask Book is made against all goods entered in those books.

Ledger Folio.—When the amount of an invoice is posted to the credit of the merchant's account in the Purchase or Merchant's Ledger, the folio of the latter is entered on the same line as the entry in the Bought Day Book.

Wines.—These are divided into Wines, Duty on Wines. Only the original cost of wines shipped from abroad, or the actual cost of wines duty paid, where the duty is not separate, is entered into the Wine column. The Government charge, or duty, is entered in the next column. As goods are purchased subject to discount for payment under certain terms, it is in practice found advisable to post such goods separately to the

credit of the merchant, opening another account, known as "Duty Account," in the Ledger for the amount of duty paid upon them. As "Duty" is always money advanced, it is necessary a cheque should be sent promptly for the same. It will therefore be readily seen, where many duty payments are made, how confused an account in which goods are also entered may appear, and yet be within the ordinary terms of trading.

Spirits.—These are also divided into Spirits, Duty on Spirits. The remarks under Wines apply also to Spirits, but with even more force, the payments for duty being larger and more numerous, and if not kept separate easily overlooked. As there is no profit to a trader from a "duty" payment, it is of interest to him to know what amount is paid by him under that head year by year. This can be in a great measure obtained from the totals of the two columns in this book, but as there are in addition several articles—such as gin, British brandy—in which the price includes the duty, and it is customary in the trade for it to be so, the amount under these heads would have to be estimated and added to that previously ascertained.

Corks, Bottles, Capsules, &c.—The sundry amounts entered in this column are those purchased from merchants, and dealt with under an inclusive charge for "Bottling Expenses" when pricing out bottled and cased goods, and being included in the cost are not treated as a trade expense.

The totals of the several columns should together agree with the total of the the "Invoice" column when cast in monthly or half-yearly totals, and these in their turn, by the medium of the Journal, are passed to Wines and Spirits Stock Account in the Nominal Ledger.

Form 19.—

20 BOUGHT BOOK. 20

No. of Invoice	Name and Description	Bond Book, &c. folio	Ledger folio	Total Amount of Invoice	Wines	Duty on Wines	Spirits	Duty on Spirits	Corks, Bottles, Capsules, &c.
				£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
	JANUARY 1st 1902.								
	Andrews & Sons, Lim., Londonderry.								
1	2 hhds. Irish Whisky, Old Blended, Reguage		4						
	◇ OV 762 31027 55 51 14 o.p.	26		46 2 6					
	901 31028 54 51·5 14 o.p.								
	102·5 at 9/-								
	Lying in Bond, Casks 15/- returnable..	..		..	..	..	46 2 6		
	JANUARY 1st.								
	Eclipse Bottle Company, Hartlepool..	..		18 5 0					
2	20 gross White Spirit Bottles at 18/-	..	5	..	..	..	..	..	18 0 0
	20 Bags not returnable at 3d. ..	..		..	..	..	..	..	0 5 0
	JANUARY 1st.								
	Californian Wine Company, London	W.C.B.							
3	5 doz. Solisa Burgundy .. 20/-	276	6	..	5 0 0				
	10 " " Chablis 18/-	..		..	9 0 0				
	5 " " Port 30/-	..		..	7 10 0				
	10 " " Hock 20/-	..		..	10 0 0				
	Case No. 865/876 returnable	..		31 10 0					
	JANUARY 3rd.								
	Ysasi & Co., Cadiz and London.	W.C.B.							
4	2 butts Sherry *ex* ss. "City of Cork"	274	2	61 17 6					
	"Solera" 20 108 106 at £30								
	O P O 21 108 106 f.o.b. Cadiz	27		..	60 0 0				
	Freight clearing and Landing Charges	..		..	..	1 17 6			
5	Duty on 212 galls. at 3/-	27	15	31 16 0	..	31 16 0			
	JANUARY 4th.								
	Cash Sundries Account—								
..	Empty Bottles, 50 doz. at .. 1/-	..	14	2 10 0	..	..	..	..	2 10 0
	Carried forward	..		192 1 0	91 10 0	33 13 6	46 2 6		20 15 0

No. of Invoice	Name and Description	Bond Book, &c. folio	Ledger folio	Total Amount of Invoice	Wines	Duty on Wines	Spirits	Duty on Spirits	Corks, Bottles, Capsules, &c.
				£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
	Brought forward	..		192 1 0	91 10 0	33 13 6	46 2 6		20 15 0
	JANUARY 5th.								
6	Robertson, Jno., London— 20 gross Wine Corks 5/-	..	7	5 0 0	..	..	..	..	5 0 0
	JANUARY 6th.								
7	Bowie Distillery Company, Lim., Annan 5 hhds. Scotch Whisky "Bowie" 1898, Sept. make	..	8	99 1 0					
	A. 1628 7021 56 Bonded 11 o.p. 53·5								
	B. 1629 7022 58 " " 54·0								
	1630 7023 56 " " 54·0								
	1631 7024 54 " " 49·0								
	1632 7025 59 " " 56·0								
	283 galls. at .. 7/-	25		..	..	..	99 1 0		
	In Bond. Distillery Casks, not charged, returnable.								
8	Duty on 2 hhds. Scotch Whisky "Bowie" 1898, Sept. make .. .. o.p.	..	16	60 7 9					
	A. 1630 7023 56 53·5 2·1=54·6 pf. 11/-	..		.		..	..	30 0 7	
	1632 7025 59 54· 2·5=55·2 "	25		..	..	..	..	30 7 2	
	JANUARY 15th.								
9	Geraud et Cie, Reims— 100 doz. Champagne 84/-	..	9	..	420 0 0				
	Nos. 86749 / 86848 G. & Cie. 1893 — Geraud & Cie., Extra Quality Dry, on rail, London, Vintage 1893, Cuvée E gold foil .. (Less special allowance 4/- per doz. prompt cash.)	..		420 0 0					
	Carried forward			776 9 9	511 10 0	33 13 6	145 3 6	60 7 9	25 15 0

No. of Invoice	Name and Description	Bond Book, &c. folio	Ledger folio	Total Amount of Invoice	Wines	Duty on Wines	Spirits	Duty on Spirits	Corks, Bottles, Capsules, &c.
				£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
	Brought forward			776 9 9	511 10 0	33 13 6	145 3 6	60 7 9	25 15 0
	JANUARY 16th.								
	Thoreant Fils, Bordeaux and London—								
10	2 hhds Claret	..	10	20 0 0					
	Nos. 1/2 St. Loubes 1899 Vintage, at £10	28		..	20 0 0				
	Duty on above per ss. "Gannett"..	..		6 10 0					
..	A. 1 48 46		17						
	2 48 46								
	92 galls. at 1/3 ..	..		..	..	5 15 0			
	Freight to London and Landing Charges at 7/6..	28		..	..	0 15 0			
	JANUARY 20th.								
11	Andrews & Sons, Lim., Londonderry..								
..	Duty on 1 hhd. Irish Whisky ..	..	20	31 7 0					
	OV 31027 55 50 ull. 14 o.p.= 57 pf. galls. 11/-	26		..	..	..	..	31 7 0	
	To James Kelly, Morecambe.								
	JANUARY 20th.								
..	Randeman & Co., Oporto and London—		11						
12	1 pipe Port .. .. ..at £50	..		..	50 0 0				
	V O Selected 30 f.o.b. Oporto ..	29		50 0 0					
	M Per "City of Cork" to London.								
13	Customs Duty on Landing Gauge ..	..	18	18 13 4					
	No. 30 119 117 117 galls. at 3/-	..		..	17 11 10				
	Freight at Oporto, 12/6; Insurance, 3/3 and ¼ per cent.	29		..	0 15 9				
	Dock Charges for Landing & Delivery	..		..	0 5 9				
	Carried forward			903 0 1	600 3 4	40 3 6	145 3 6	91 14 9	25 15 0

No. of Invoice	Name and Description	Bond Book, &c. folio	Ledger folio	Total Amount of Invoice	Wines	Duty on Wines	Spirits	Duty on Spirits	Corks, Bottles, Capsules, &c.
				£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
	Brought forward			903 0 1	600 3 4	40 3 6	145 3 6	91 14 9	25 15 0
	JANUARY 24th.								
..	Sundries Account—		14						
	Empty Bottles and Cases, 10 doz. at 1/3	..		0 12 6	..	..	..	..	0 12 6
	JANUARY 26th.								
14	St. Luke's Distillery Company, London								
	1 Puncheon Gin, 17 u.p.		12						
	10 3 14 No. 2861 1 2 15								
	9 0 27=110 galls. at 13/-	..		71 10 0	..	..	71 10 0		
	Cask 25/- returnable.								
	JANUARY 28th.								
..	Pattison, McShane & Co., Campbeltown		13						
15	40 doz. Fine Old Scotch Whisky, at 15/- in bond "Enterprise" Brand	S.C.B. 277		30 0 0	..	..	30 0 0		
	5×2 doz. Cases Nos. 1/5 $\frac{02}{208}$ 30×1 " " " 20/4 $\frac{02}{4}$ 6/30 $\frac{02}{208}$								
16	Duty on above u.p. pf.		19						
	5×2 1/5 $\frac{02}{208}$ 3·94 ull. 19·3=15·85 5×1 20/24 $\frac{02}{4}$ 2·02 " 18·5= 8·20 25×1 6/30 $\frac{02}{208}$ 1·97 " 19·3=39·50								
	63·55 at 11/-	..		34 19 0	..	..	..	34 19 0	
	Sundries Account—								
..	Empty Bottles and Cases, 30 doz. 1/3	..	14	1 17 6	..	..	..	..	1 17 6
				£1,041 19 1	£600 3 4	£40 3 6	£246 13 6	£126 13 9	£28 5 0

Purchases or Bought Book Debits.—

These "Returns," or Debits, allowed by the merchant off his *Cr.* account are entered, if numerous, in a separate book ruling similar to Purchase or Bought Book, and headed in red ink as above; if only a few, the end of the Bought Book may be used. The amounts are posted to the *debit* of the merchant's account in the Trade Ledger, and the various Impersonal or Nominal Accounts are credited with the monthly or half-yearly totals, or the amount is deducted from the Purchase total previous to entry in the Nominal Ledger. In no case, if a sale is made to a merchant, should it be entered up in this book, but it should pass through the Sales Day Book in the usual manner.

Form 20.—

BOUGHT BOOK DEBITS (RETURNS).

Ledger Folio	No. of Invoice	Name and Description	Bond Book Folio	Total Amount of Invoice	Wines	Duty on Wines	Spirits	Duty on Spirits	Corks, Bottles, Cases, &c.
				£ s d	£ s d	£ s d	£ s d	£ s d	£ s d
		January 15th 1902							
		Bowie Distillery Company, Lim., Annan							
8		5 Hhds. Scotch Whisky, Bowie, 1898—							
		Invoiced 283 galls. orig. gauge @ 7/- = £99 1 0							
		Should be 263·5 " regauge @ 7/- = 92 4 6							
		19·5 galls. overcharged @ 7/- = 6 16 6	..	6 16 6	..	..	6 16 6		
		January 10th 1902							
		Californian Wine Company, London							
6		3 doz. Burgundy Solis @ 20/-	..	3 0 0	3 0 0				
		Short in quantity delivered							
				£9 16 6	£3 0 0		6 16 6		

CHAPTER V.

PURCHASES LEDGER.

Purchases or Bought Ledger.—

This book is of the usual Ledger ruling, and is posted up from the Purchases or Bought Day Book, the amounts being carried to the credit of the various firms from whom the goods have been received. As particulars are entered from the invoices into the Day Book, it is only necessary to enter a short summary in the Ledger, or sufficient information as will enable the buyer who wishes to refer to understand the transaction fully afterwards.

The balances owing at December 31st 1901 will be found standing to the credit of the several accounts, the goods purchased since being also posted to the credit of each account, and when paid for, the cash is debited to the account from the Cash Book, the folio being entered opposite each posting.

On January 31st, when the books are closed, the amounts owing to merchants are extracted as balances owing, and the total carried to the Balance Sheet, the account in the Ledger being in some businesses ruled off and the amount owing carried down; in others, only a marginal entry is made of the amount. Red ink should be used in the latter case.

The balances standing in the Ledger on December 31st 1901 are as under:—

Form 21.—

PURCHASES LEDGER.

BALANCES, December 31st 1901.

Ledger Folio	Name and Address	£	s	d
1	Northern Distillery Company, Lim , Glasgow	51	15	0
2	Ysasi & Co., Cadiz and London	84	15	0
3	Milva & Colens, London	28	10	0
	Balances this date due to Merchants	£165	0	0

The balances on January 31st 1902 are as under:—

Form 22.—

PURCHASES LEDGER.

BALANCES, January 31st 1902.

Ledger Folio	Name and Address	£	s	d
8	Bowie Distillery Company, Lim., Annan	42	4	6
10	Thorean & Fils, Bordeaux	20	0	0
12	St. Luke's Distillery Company, London	71	10	0
13	Pattison, McShane & Co., Campeltown	30	0	0
19	Pattison, McShane & Co., Campbeltown (Duty)	34	19	0
	Balances this date due to Merchants	£198	13	6

Trial Balance—Purchases Ledger.—

This is given below, and if the postings have been carefully and correctly done, the totals will agree.

Balances, December 31st 1901, are the amounts owing as per details previously given on this date.

Purchases.—This total is obtained from the Purchase or Bought Book, and is the sum credited in the Ledger from January 1st to January 31st 1902.

Cash Paid.—This is taken from the *Cr.* side of the Cash Book, and is the total of the column headed "Ledger," the items being posted to the debit of the accounts during the same period.

Discounts Taken.—This is also from the Cash Book Discounts column (on the contra side of the Cash Book), the items having been posted to the debit of the accounts.

Returns.—This is the total of Returns or amounts allowed off the accounts, and is taken from the Purchase Debit Book, or the same account at the end of the Purchase Bought Book.

Balances, January 31st 1902, as per list previously detailed, are the amounts owing to merchants on this date.

Form 23.—

PURCHASES LEDGER.

TRIAL BALANCE, January 31st 1902.

		Dr. £ s d	*Cr.* £ s d
1901 Dec. 31	Balances	..	165 0 0
1902 Jan. 31	Purchases—Wines	..	640 6 10
"	" Spirits, &c.	..	401 12 3
"	Cash Paid	967 18 10	
"	Discounts taken	30 10 3	
"	Returns—Wines	3 0 0	
"	" Spirits	6 16 6	
"	Balances	198 13 6	
		£1,206 19 1	£1,206 19 1
1902 Feb. 1	Balances	..	198 13 6

Form 24.—

PURCHASES LEDGER.

INDEX.

	Goods	Duty
Andrews & Son, Lim., Londonderry	4	20
Bowie Distillery Co., Lim., Annan	8	16
Californian Wine Co., London	6	—
Eclipse Bottle Co., Hartlepool	5	—
Geraud & Cie, Reims and London	9	—
Milva & Colens, London	3	—
Northern Distillery Co., Lim., Glasgow ..	1	—
Pattison, McShane & Co., Campbeltown ..	13	19
Randeman & Co., Oporto and London	11	18
Robertson, John, London	7	—
St. Luke's Distillery Co., London	12	—
Sundries	14	—
Thorean Fils, Bordeaux and London	10	17
Ysasi & Co., Cadiz and London	2	15

PURCHASES (OR MERCHANTS') LEDGER.

Dr.—1 NORTHERN DISTILLERY COMPANY, LIM., GLASGOW. 1—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	50 10 0	1901 Dec. 31	By Balance		51 15 0
"	" Discount	510	1 5 0				
			£51 15 0				£51 15 0

Dr.—2 YSASI & CO., CADIZ AND LONDON. 2—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	82 14 6	1901 Dec. 31	By Balance		84 15 0
"	" Discount	510	2 0 6				
7	" Cash	510	57 0 0	1902 Jan. 3	" 2 butts Sherry Solera OPO. 20/21 at £30 f.o.b. Cadiz	20	60 0 0
"	" Discount	510	3 0 0				
			£144 15 0				£144 15 0

Dr.—3 MILVA & COLENS, LONDON. 3—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	28 10 0	1901 Dec. 31	By Balance		28 10 0

Dr.—4 ANDREWS & SON, LIM., LONDONDERRY. 4—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	45 11 0	1902 Jan. 1	By 2 hhds. Irish Whisky, Old Blended (OV) Nos. 31027/8 102·5 galls. at 9/- .. (Casks, Distiller's, returnable not charged)	20	46 2 6
"	" Discount, 1½ per cent	510	0 11 6				
			£46 2 6				£46 2 6

Dr.—5 ECLIPSE BOTTLE COMPANY, HARTLEPOOL. 5—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	17 16 0	1902 Jan. 1	By 20 gross White Spirit Bottles, 6 to gallon, at 18/-	20	18 0 0
"	" Discount, 5 per cent.	510	0 9 0	"	" 20 Bags not returnable, at 3d.	20	0 5 0
			£18 5 0				£18 5 0

Dr.—6 CALIFORNIAN WINE COMPANY, LONDON. 6—*Cr.*

			£ s d				£ s d
1902 Jan. 2	To Cash	510	27 15 9	1902 Jan. 1	By 5 doz. Solis Burgundy, at .. 20/-	20	5 0 0
"	" Discount, 2½ per cent	510	0 14 3	"	" 10 " " Chablis, at 18/-	20	9 0 0
				"	" 5 " " Port at 30/-	20	7 10 0
10	" 3 dozen Burgundy Solis, short in quantity delivered, ... 20/-	C.B.B. 1	3 0 0	"	" 10 " " Hock at .. .. 20/- (Cases 865/876 returnable)	20	10 0 0
			£31 10 0				£31 10 0

Dr.—7 ROBERTSON, JOHN, LONDON. 7—*Cr.*

			£ s d				£ s d
1902 Jan. 7	To Cash	510	5 0 0	1902 Jan. 5	By 20 gross Wine Corks, at 5/- net delivered	21	5 0 0

Dr.—8 BOWIE DISTILLERY COMPANY, LIM., ANNAN. 8—*Cr.*

			£ s d				£ s d
1902 Jan. 15	To Cash	510	50 0 0	1902 Jan. 6	By 5 hhds. Scotch Whisky in Bond— Bowie 1898 Sept. make, Nos. 1628/1632 7021/7025 283 original galls. at 7/- .. .. (Distillery Casks, returnable not charged)	21	99 1 0
"	" Allowance Invoiced 283 original galls. at 7/- Should be " 263·5 regauge galls. at 7/- 19·5 galls. at 7/-	C.B.B. 1	6 16 6				
31	" Balance carried down	8	42 4 6				
			£99 1 0				£99 1 0
				1902 Feb. 1	By Balance	8	42 4 6

Dr.—9 GERAUD & CIE, REIMS AND LONDON. 9—*Cr.*

			£ s d				£ s d
1902 Jan. 20	To Cash	510	400 0 0	1902 Jan. 15	By 100 doz. Champagne, Gold Foil, at 84/- on rail, London—Geraud & Cie. extra quality dry Cuvée E, Vintage 1893—Brand G. & Cie 1893. Nos. of Cases 86749/86848.	21	420 0 0
"	" Discount, Special 4/- per case, prompt	510	20 0 0				
			£420 0 0				£420 0 0

Dr.—10 THOREAN & FILS, BORDEAUX AND LONDON. 10—*Cr.*

			£ s d				£ s d
1902 Jan. 31	To Balance carried down	10	20 0 0	1902 Jan. 16	By 2 hhds. Claret, at £10 f.o.b. Bordeaux, St. Loubes, 1899 vintage—Nos. 1/2.	21	20 0 0
				Feb. 1	By Balance	10	20 0 0

Dr.—11 RANDEMAN & CO., OPORTO AND LONDON. 11—*Cr.*

			£ s d				£ s d
1902 Jan. 24	To Cash	510	47 10 0	1902 Jan. 20	By 1 Pipe Port selected No. 30, at £50 f.o.b. Oporto M	22	50 0 0
"	" Discount, 5 per cent	510	2 10 0				
			£50 0 0				£50 0 0

Dr.—**12** ST. LUKE'S DISTILLERY CO., LONDON. **12**—*Cr.*

			£ s d				£ s d
1902 Jan. 31	To Balance carried down	12	71 10 0	1902 Jan. 26	By 1 Pun. Gin, 17 u.p. London, No. 2861–110 galls. at .. .. .. 13/- (Cask 25/- returnable)	23	71 10 0
				Feb. 1	By Balance	12	71 10 0

Dr.—**13** PATTISON, McSHANE & CO., CAMPBELTOWN. **13**—*Cr.*

			£ s d				£ s d
1902 Jan. 31	To Balance carried down	13	30 0 0	1902 Jan. 28	By 40 doz. Fine Old Scotch Whisky at 15/- in Bond — Enterprise Brand, 5-2 doz. cases Nos. 1/5, 02/206; 30-1 doz. cases 20/41, 6/30.	22	30 0 0
				Feb. 1	By Balance	13	30 0 0

Dr.—**14** SUNDRIES ACCOUNT. **14**—*Cr.*

			£ s d				£ s d
1902 Jan. 4	To Cash	510	2 10 0	1902 Jan. 4	By 50 doz. Empty Bottles, at 1/-	20	2 10 0
24	" Do.	510	0 12 6	24	" 10 " " " and Cases at 1/3	23	0 12 6
28	" Do.	512	1 17 6	28	" 30 " " " " " at 1/3	23	1 17 6
			£5 0 0				£5 0 0

Dr.—**15** YSASI & CO. (DUTY ACCOUNT), CADIZ AND LONDON. **15**—*Cr.*

			£ s d				£ s d
1902 Jan. 7	To Cash	510	33 13 6	1902 Jan. 3	By Duty on 2 butts Sherry Solera OPO. 20/21 at 31/-	20	31 16 0
					" Freight, Clearing, and Landing Charges	20	1 17 6
			£33 13 6				£33 13 6

Dr.—**16** BOWIE DISTILLERY CO., LIM. (DUTY ACCOUNT), ANNAN. **16**—*Cr.*

			£ s d				£ s d
1902 Jan. 15	To Cash	510	60 7 9	1902 Jan. 6	By Duty on 2 hhds. Scotch Whisky, Bowie Sept. 1898, Nos. $\frac{1628}{1629}$ 109, 8 galls. at 11/-	21	60 7 9
			£60 7 9				£60 7 9

Dr.—**17** THOREAN FILS (DUTY ACCOUNT), BORDEAUX AND LONDON. **17**—*Cr.*

			£ s d				£ s d
1902 Jan. 20	To Cash	510	6 10 0	1902 Jan. 6	By Duty on 2 hhds. Claret, 1899 St. Loubes, Nos. 1/2	22	5 15 0
				"	" Freight to London, and landing charges at 7/6	22	0 15 0
			£6 10 0				£6 10 0

Dr.—**18** RANDEMAN & CO. (DUTY ACCOUNT), OPORTO AND LONDON. **18**—*Cr.*

			£ s d				£ s d
1902 Jan. 24	To Cash	510	18 13 4	1902 Jan. 20	By Duty on 1 Pipe Port selected No. 30, VO M		
				"	at 3/- per gall. and ½ per cent. ..	22	17 11 10
				"	" Freight at Oporto 12/6, Insurance 3/3, Dock Charges 5/9..	22	1 1 6
			£18 13 4				£18 13 4

Dr.—**19** PATTISON, McSHANE & CO. (DUTY ACCOUNT), CAMPBELTOWN. **19**—*Cr.*

			£ s d				£ s d
1902 Jan. 31	To Balance carried down	19	34 19 0	1902 Jan. 28	By Duty on 40 doz. Fine Old Scotch Whisky—Enterprise Brand, 63·55 galls. at 11/-	23	34 19 0
				Feb. 1	„ Balance	19	34 19 0

Dr.—**20** ANDREWS & SON, LIM. (DUTY ACCOUNT), LONDONDERRY. **20**—*Cr.*

			£ s d				£ s d
1902 Jan. 22	To Cash	510	31 7 0	1902 Jan. 20	By Duty on 1 hhd. I. Whisky OV 31027— To Jas. Kelly, Morecambe, 50 galls. 14 o.p.=57 pf. galls. 11/-	22	31 7 0
			£31 7 0				£31 7 0

CHAPTER VI.

ROUGH DAILY CASH BOOK, PETTY CASH BOOK, GENERAL CASH BOOK, &c.

Rough Daily Cash Book.—

In dealing with the Cash, which comes next under consideration, it will possibly be remarked that each payment, small or large, is entered into the General Cash Book, and no mention is made of a Petty Cash Book, for the reason that where this system is in use there is no need of any other than a Rough Petty or Daily Cash Book. Especially is it useful in small businesses where one employee has to take cash with other book work, and the principal overlooks everything; but where a growing business calls for a separate treatment of small payments, such can easily be arranged. In every case it is, however, recommended that a Rough Daily Cash Book be kept, recording the daily balances in notes, gold, and silver, &c. This is an important check in tracing errors and mistakes in cash, the unders and overs being thus located in date at least. All payments should be entered first in the Rough Daily Cash Book and afterwards into the General Cash Book, but only the totals of cash taken on the received side.

Form 25.—

Dr. ROUGH DAILY CASH BOOK. *Cr.*

		£ s d			£ s d
1902 Jan. 1	To Cash in hand ..	10 0 0	1902 Jan. 2	By Travelling Expenses, per A. B. :—	
2	" Cash	303 8 0		No. 1 Journey, 2 days	3 3 0
3	" Do.	51 3 0		No. 2 " 3 "	6 6 0
				No. 6 " 1 "	1 1 0
			"	" Carriage Railway Account, due December, Collected by Mr. Jones	21 15 0
			3	" Union Bank	320 0 0
				£ s d	
			"	" Balance—Gold 10 0 0	
				Silver 2 6 0	
					12 6 0
		£364 11 0			£364 11 0

		£ s d			£ s d
1902 Jan. 4	To Balance	12 6 0	1902 Jan. 4	By Subscription — Wine Trade Benevolent Fund	1 1 0
"	" Cash—Bills Receivable, Hillside Brewery Company, due	50 0 0	"	" Urban District Rate, 1s. in £ on £125 ..	6 5 0
			"	" Empty Botts., "Kelly"	0 10 0
			"	" Empty Botts., "Sams" (total 50 doz. at 1/-)..	2 0 0
				£ s d	
			"	" Balance–Notes 30 0 0	
				Gold 15 0 0	
				Silver 7 10 0	
					52 10 0
		£62 6 0			£62 6 0

		£ s d			£ s d
1902 Jan. 5	To Balance	52 10 0	1901 Jan. 8	By Wages—Ainslie ..	1 10 0
8	" Cash	80 7 6	"	Tamson ..	1 1 0
			"	Goff	0 18 0
			"	Thorpe ..	0 15 0
			"	" Van Delivery Expenses :—	
				No. 1 Journey ..	0 10 0
				No. 2 " ..	1 0 0
				No. 6 " ..	0 8 0
			"	" Jno. Toms, for Corn and Hay	12 2 6
			"	" Postage 30/-, Receipt 20/- stamps	2 10 0
			8	" Union Bank .. .	105 0 0
				£ s d	
			"	" Balance—Silver 7 0 0	
				Copper 0 3 0	
					7 3 0
		£132 17 6			£132 17 6

Dr. ROUGH DAILY CASH BOOK—(*continued*). *Cr.*

1902		£ s d	1902		£ s d
Jan. 9	To Balance	7 3 0	Jan. 10	By Union Bank	100 0 0
10	" Cash	99 3 0	"	" Cash Balance in hand— £ s d Notes 5 0 0 Silver 1 6 0	6 6 0
		£106 6 0			£106 6 0

1902		£ s d	1902		£ s d
Jan. 10	To Balance	6 6 0	Jan. 14	By Wages—Ainslie ..	1 10 0
15	" Cash	16 10 0		Tamson ..	1 1 0
				Goff ..	0 18 0
				Thorpe ..	0 15 0
			16	" Cash Balance in hand— £ s d Notes 5 0 0 Gold 10 0 0 Silver 3 12 0	18 12 0
		£22 16 0			£22 16 0

1902		£ s d	1902		£ s d
Jan. 16	To Balance	18 12 0	Jan. 20	By Union Bank	70 0 0
20	" Cash	99 16 0	21	" Wages—Ainslie ..	1 10 0
				Tamson ..	1 1 0
				Goff ..	0 18 0
				Thorpe ..	0 15 0
			"	" Cash Balance in hand— £ s d Notes 20 0 0 Gold 20 0 0 Silver 4 4 0	44 4 0
		£118 8 0			£118 8 0

1902		£ s d	1902		£ s d
Jan. 21	To Balance	44 4 0	Jan. 24	By Empty Bottles & Cases	0 12 6
25	" Cash	108 14 3	"	" Brown Horse, "Ned," *ex* Jones ..	35 0 0
			"		
			25	" Union Bank	115 0 0
			"	" Cash Balance in hand— £ s d Gold 2 0 0 Silver 0 5 9	2 5 9
		£152 18 3			£152 18 3

1902		£ s d	1902		£ s d
Jan. 25	To Balance	2 5 9	Jan. 29	By G.N. Rly. Carriage Account	4 4 0
28	" Cash...	2 12 6			
29	" Do.	27 11 6	"	" Cash Balance in hand— £ s d Cheque 19 0 0 Gold 6 0 0 Silver 3 5 9	28 5 9
		£32 9 9			£32 9 9

Dr. ROUGH DAILY CASH BOOK—*(continued)*. *Cr.*

1902		£	s	d	1902		£	s	d
Jan. 29	To Balance	28	5	9	Jan. 30	By Hall—Harness Repairs Account ..	1	15	0
30	„ Cash	133	5	6	„	„ Jackson, Blacksmith.	0	12	6
„	„ Rent for Premises Sub-let	5	0	0	„	„ Gee & Co., Printing Account	7	2	0
					„	„ Gee & Co., Advertising Account	6	8	0
					„	„ Auditor's Fees ..	3	3	0
					„	„ Empty Botts. & Cases	1	17	6
					„	„ Premium, Fire Insurance, Phœnix Company	1	1	0
					„	„ Gas Company, Account due	2	5	0
					„	„ Water Company, Account due	0	15	0
					„	„ Travelling Expenses, per A. B:—			
						No. 3 Journey 2 days	4	0	0
						No. 4 „ 1 day	2	0	0
						No. 5 „ 1 „	1	0	0
					„	„ Subscription Licensed Victuallers' Association	2	2	0
					„	„ Wages—Ainslie ..	1	10	0
						Tamson ..	1	1	0
						Goff	0	18	0
						Thorpe ..	0	15	0
					„	„ Coal—Butterly Company	2	0	0
					„	„ Wright—Joiners' Account, Repairs ..	1	10	1
					„	„ Wright—Vehicle Repairs	3	0	0
					„	„ Wright—Cooper's Cask Repairs ..	4	18	0
					„	„ Central Railway Carriage Account .	5	0	0
					„	„ Rent—1 month, Jan.	10	0	0
					„	„ Union Bank	95	0	0
					„	„ Cash Balance in hand— £ s d			
						Gold 4 0 0			
						Silver 2 18 2	6	18	2
		£166	11	3			£166	11	3

Petty Cash Book.—

If instead of entering expense payments from the Rough to the General Cash Book, and then posting to the account in the Nominal Ledger, it is considered better to enter from the Rough to a Petty Cash Book, and the totals of the latter only to the Nominal Ledger Account, the following ruling will answer all the purposes required. The book is totalled monthly, the accounts being entered into the General Cash Book and the balance also shown therein as cash in hand.

Form 26.—

PETTY CASH BOOK.

Cash Received		Date	Particulars	Amount	Carriage and Delivery Expenses	Travelling	Rates and Gas	Repairs, Sundries, &c.	Horse Keep	Stamps and Stationery	Subscription and Donations	Men's Wages
Date	£ s d			£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d	£ s d

General Cash Book.—

This book is a record of all moneys received and paid. The simplest form of Cash Book is one with two Money columns on each side, the inner one on the *Dr.* or left-hand side for all inward cash—*i.e.*, actual money or cheques, and bills already matured when received—and the outer one for cash paid *into* the banking account. The inner column on the credit or right-hand side being for cash paid out of office, and the outer one for cash drawn *from* the banking account. All cash received into the office in payment of accounts is entered in the inner *Dr.* column, and such amounts as are paid into bank, whether totals or portions of the cash in hand, are credited in the inner column on the right-hand side and debited in the outer or Banker's column on the left-hand side. All payments made through the bank are entered in the outer or Banker's column on the credit side, but cheques that are drawn for office or petty cash use are also entered on the inner or Office Cash column on the *Dr.* side of the Cash Book.

By this means an exact account is always kept of cash in the office and cash at banker's without the necessity (sometimes inconvenient in the practice of small or even large businesses) of paying into bank the exact amount of cash received.

Dr. PRO FORMA CASH BOOK. *Cr.*

Date	Name	Address	Folio of Ledger	Office Receipts	Bank Paid Into	Date	Name	Particulars	Folio of Ledger	Office Payments	Bank Paid Out
				£ s d	£ s d					£ s d	£ s d

As the size of a business increases, and the work of book-keeping with it, there comes an increasing demand for labour-saving methods. This is met in the Cash Book by setting apart into a separate column all the items requiring to be posted to a frequently recurring account, the items being thus condensed into a monthly total, which is posted to the Nominal Ledger instead of the separate items. One of the first applications of this principle is a column on each side of the Cash Book for discounts allowed for early payment of accounts, both by the merchant and to the merchant. These by some are considered to be properly a Journal transaction, as they are allowances, and not strictly cash dealings; but it is desirable, on the score of the convenience of posting both cash and discount to the Personal Account in the Ledger at the same time, not to make an exception in this instance from the accepted rule. Another column on the credit side may be headed "Trade Expenses" for payments on that account, but this will really constitute an analysis of the column previously described as "Office Payments," and will require another column headed "Sundry Payments" for those items that cannot be classed as expenses.

On the *Dr.* side the cash or office receipts may be separated into a column for Ledger Accounts paid by customers, and also one for Sundries, for receipts that do not come under that head.

The principle of separating any class of recurring items into a special column may be applied to any desired extent, each particular business usually furnishing its own special and distinct requirements. For some it is found convenient to introduce on the debit or receipt side columns for "Bills Receivable" which have been discounted, or, for the particular business of a Wine and Spirit Merchant, columns for Agency Receipts, sub-division

of the Ledger Payments column, or for "Bar Takings," where such exist; and on the credit or payments side columns for Bills Payable, or, as carried out in the form here used, a column for Payments to Merchants, whether by cash or cheque, under the word "Ledger." It will thus be seen that this Cash Book is a combination of the Cash Account and the Bank Account in the same book in columns side by side, but entirely separate, each account having its own balance, and has the advantage of bringing together all the receipts and payments, whether in cash or through the bank.

The form of Cash Book will now be readily understood, and is here given.

Form 27.—

509—*Dr.* CASH.

Date	Receipt No.	Name	Address	Ledger Fo.	Discounts	Ledger	Sundries	Payments to Bank
1	2	3	4	5	6	7	8	9
					£ s d	£ s d	£ s d	£ s d
1902 Jan. 1		To Balance in Bank (Union)	..	P.L. 15	..	..	..	1,500 0 0
"		" Cash in hand ..	..	P.L. 15	..	..	10 0 0	
2	625	Kelly, James	Morecambe ..	200 A	..	120 0 0		
"	626	Holland & Sons ..	Bacup	100 A	..	50 0 0		
"	627	Jones, John	Liverpool ..	471 B	0 15 0	34 10 0		
"	628	Platt, Henry	Bolton.. ..	475 B	3 2 0	60 18 0		
"	629	Jackson, John.. ..	Preston ..	400 A	..	35 10 0		
"		Four Cash Sales ..	..	480 B	..	2 10 0		
3		Armitage, John ..	Chester ..	479 B	..	50 0 0		
"		Five Cash Sales ..	..	480 B	..	1 3 0		
"		Union Bank of London	..	..	..	..	..	320 0 0
4		Hillside Brewery Co. Acceptance due (Bills Receivable Account)	..	36 N. L.	..	..	50 0 0	
8		Three Cash Sales ..	..	480 B	..	3 17 6		
"		Kelly, James	Morecambe ..	200 A	0 5 6	26 10 0		
"		Fletcher, Hon. E. ..	Hassop ..	472 B	..	50 0 0		
"		Union Bank of London	..	..	..	..	..	105 0 0
10		Parkinson, E... ..	Settle	300 A	..	40 15 0		
"		Holland & Sons ..	Bacup	100 A	1 7 0	25 13 0		
"		Amiot, Chas.	Oswestry ..	476 B	..	30 0 0		
"		Five Cash Sales ..	..	480 B	..	2 15 0		
"		Union Bank of London	..	..	..	..	..	100 0 0
15		Thwaites, Son, & Leslie	Bury	478 B	0 10 0	16 10 0		
20		Armitage, John ..	Chester ..	479 B	..	20 0 0		
"		Kelly, James	Morecambe ..	200 A	0 10 3	39 16 0		
"		Parkinson, E.	Settle.. ..	300 A	..	40 0 0		
"		Union Bank of London	..	..	..	..	..	70 0 0
25		Jackson, Jno.	Preston ..	400 A	0 6 9	7 9 9		
"		Lofty & Co.	Manchester ..	510 A	0 2 6	100 0 0		
"		Six Cash Sales ..	..	480 B	..	1 4 6		
"		Union Bank of London	..	..	..	..	..	115 0 0
28		Two Cash Sales ..	..	480 B	..	2 12 6		
29		East, Hy.	Buxton ..	473 B	..	5 9 6		
"		Jones, John	Liverpool ..	471 B	0 11 0	19 0 0		
"		Three Cash Sales ..	..	480 B	..	3 2 0		
30		Kelly, Jas. . ..	Morecambe ..	200 A	..	31 7 0		
"		Sandalhampton Hotel Company	..	1 A	..	97 17 6		
"		Twitcher, Timothy ..	..	480 B	..	0 5 0		
"		Hanbury, Jonas ..	..	480 B	..	0 5 6		
			Carried forwd.	511	7 10 0	919 0 9	60 0 0	2,210 0 0

CONTRA. *Cr.*—**510**

Date	Voucher No.	Particulars	Ledger Fo.	Discounts	Ledger	Trade Expenses	Sundries	Withdrawals from Bank
1	2	3	4	5	6	7	8	9
				£ s d	£ s d	£ s d	£ s d	£ s d
1902 Jan. 2	1	Northern Distillery Company, Lim.	1	1 5 0	50 10 0	..	..	50 10 0
"	2	Ysasi & Co.	2	2 0 6	82 14 6	..	..	82 14 6
"	3	Milva & Colens	3	..	28 10 0	..	..	28 10 0
"	4	Andrews & Son, Lim. ..	4	0 11 6	45 11 0	..	..	45 11 0
"	5	Eclipse Bottle Company..	5	0 9 0	17 16 0	..	..	17 16 0
"	6	Californian Wine Company	6	0 14 3	27 15 9	..	..	27 15 9
"	100	Travelling Expenses, per A. B.	21 N.L.	..	..	10 10 0		
"	101	Carriage, Railway. Dec. A/c	20 N.L.	..	..	21 15 0		
"	102	Excise Licences	27 N.L.	..	..	..	..	24 3 0
3		Union Bank..	..	..	..	..	320 0 0	
4	103	Sub. Wine Trade Benevolent Fund	22 N.L.	..	..	1 1 0		
"	104	U.D. Rate, 1/- in £ on £125	27 N.L.	..	..	6 5 0		
"	7	Empty Bottles bought ..	14		2 10 0	..	2 10 0	
7	8	Ysasi & Co.	2	3 0 0	57 0 0	..	..	57 0 0
"	8	Do. Duty	15	..	33 13 6	..	..	33 13 6
"	9	Robertson, Jas.	7	..	5 0 0	..	..	5 0 0
"		Wages—Four Men ..	24 N.L.	..	..	4 4 0		
"	105	Van Delivery Expenses ..	20 N.L.	..	..	1 18 0		
"	106	Corn, &c.—Jno. Toms' A/c	28 N.L.	..	..	12 2 6		
"	107	Postage 30/-, Receipt 20/- (Stamps)..	32 N.L.	..	..	2 10 0		
8		Union Bank..	..	..	..	..	105 0 0	
"		Lomas, J.—Bills Payable Account	35 N.L.	..	..	..	..	150 0 0
10		Union Bank..	..	..	..	..	100 0 0	
14		Wages—Four Men ..	24 N.L.	..	..	4 4 0		
15	10	Bowmore Distillery Co. ..	8	..	50 0 0	..	..	50 0 0
"	10	Do. Duty	16	..	60 7 9	..	..	60 7 9
20	11	Geraud & Cie.	9	20 0 0	400 0 0	..	..	400 0 0
"	12	Thorean Fils—Duty ..	17	..	6 10 0	..	..	6 10 0
"		Union Bank..	..	..	..	..	70 0 0	
21		Wages—Four Men ..	24 N.L.	..	..	4 4 0		
22	13	Andrews & Co.—Duty	20	..	31 7 0	..	..	31 7 0
24	14	Randeman & Co.	11	2 10 0	47 10 0	..	..	47 10 0
"	14	Do. Duty ..	18	..	18 13 4	..	..	18 13 4
"	15	Empty Bottles—Sundries	14	..	0 12 6	..	0 12 6	
"	108	Horse "Ned," bought of Jones	5 P.L.	..	..	..	35 0 0	
25		Union Bank..	..	..	..	..	115 0 0	
29	109	Carriage—G. N. Railway Account	20 N.L.	..	..	4 4 0		
		Carried forward ..	512	30 10 3	966 1 4	72 17 6	748 2 6	1,137 1 10

Form 27—(*continued*).

511—*Dr.* CASH.

Date	Receipt No.	Name	Address	Ledger Fo.	Discounts	Ledger	Sundries	Payments to Bank
1	2	3	4	5	6	7	8	9
					£ s d	£ s d	£ s d	£ s d
1902		Amount brot. forwd.	..	509	7 10 0	919 0 9	60 0 0	2,210 0 0
Jan. 30		Four Cash Sales ..	..	480 B	..	3 10 6		
"		Rent of Premises Sub-let	..	27 N.L.	..	..	5 0 0	
"		Union Bank of London	..	..	..	..	..	95 0 0
					7 10 0	922 11 3	65 0 0	2,305 0 0
					P.L. 14		922 11 3	
						£	987 11 3	

CONTRA. *Cr.*—512

Date	Voucher No.	Particulars	Ledger Fo.	Discounts	Ledger	Trade Expenses	Sundries	With-drawals from Bank
1	2	3	4	5	6	7	8	9
				£ s d	£ s d	£ s d	£ s d	£ s d
1902		Amount brought forward..	510	30 10 3	966 1 4	72 17 6	748 2 6	1,137 1 10
Jan. 30	110	Manager's Salary	25 N.L.	..	..	..	..	25 0 0
"	111	Cashier's Salary	25 N.L.	..	..	..	..	10 0 0
"	112	Traveller's Salary.. ..	25 N.L.	..	..	..	..	15 0 0
"	..	Jas. Robinson, withdrawal	11 P.L.	..	..	..	..	100 0 0
"	..	Charles Robinson	12 P.L.	..	..	..	..	100 0 0
"	113	Harness Repairs, Hall's Account	30 N.L.	..	..	1 15 0		
"	114	Blacksmith, Jackson's A/c	29 N.L.	..	..	0 12 6		
"	115	Printing, Gee & Co.'s A/c	33 N.L.	..	..	7 2 0		
"	116	Advertising, Gee & Co.'s Account	33 N.L.	..	..	6 8 0		
"	117	Auditors	23 N.L.	..	..	3 3 0		
"	118	Fire Insurance Premium..	34 N.L.	..	..	1 1 0		
"	16	Empty Bottles bought ..	14	..	1 17 6	..	1 17 6	
"	119	Gas Account due	26 N.L.	..	..	2 5 0		
"	120	Water Account due ..	26 N.L.	..	..	0 15 0		
"	121	Travelling Expenses, per A. B.	21 N.L.	..	..	7 0 0		
"	122	Sub. Licensed Victuallers' Association	22 N.L.	..	..	2 2 0		
"	..	Wages—Four Men ..	24 N.L.	..	..	4 4 0		
"	123	Coal, Butterly Co. A/c ..	26 N.L.	..	..	2 0 0		
"	124	Repairs, Joiner's Account	31 N.L.	..	..	1 10 1		
"	125	Do. Vehicle, &c. ..	30 N.L.	..	..	3 0 0		
"	126	Do. Casks, &c. ..	31 N.L.	..	..	4 18 0		
"	127	Carriage, Central Railway Account	20 N.L.	..	..	5 0 0		
"	128	Rent—One Month due ..	27 N.L.	..	..	10 0 0		
"		Union Bank..	..	..	..	..	95 0 0	
"		Balance, Cash in hand ..	16 P.L.	..	..	..	6 18 2	
"		Do. at Union Bank..	16 P.L.	..	..	..	..	917 18 2
				30 10 3	967 18 10	135 13 1	851 18 2	2,305 0 0
				P.L. 14			135 13 1	
						£	987 11 3	

ADJUSTMENT OF BANK BALANCE.

Pass Book	£984 1 6
Less Cheque not presented	66 3 4
	£917 18 2

TRADE EXPENSES.

Paid by Cash	£135 13 1
Do. Cheque	74 3 0
	209 16 1
Less Credit Account ..	5 0 0
	204 16 1
Less Suspense Account ..	21 15 0
	£183 1 1

The *Dr.* or Cash Received, the *left*-hand, side of the book is ruled into columns as under:—

(1) Date.
(2) Number of Receipt.
(3) Name.
(4) Address.
(5) Folio of Ledger Posting.
(6) Discounts Allowed.
(7) Cash Received (Ledgers).
(8) Sundries.
(9) Bank, Payments into.

On the *Cr.* or Cash Payments side (right-hand) are columns as under:—

(1) Date.
(2) Voucher Number.
(3) Name or Particulars.
(4) Folio of Ledger Posting.
(5) Discounts Received.
(6) Purchase Ledger Payments.
(7) Trade Expenses (Cash Payments).
(8) Sundries.
(9) Bank, Withdrawn from.

Cash Received.—

The *Date* and *Name*, with *Address*, are the first essentials of a receipt, the address preventing confusion with two accounts of the same surname. The *Folio* of the Ledger is used when the amount on the same line is posted to the credit of the customer's account in the Ledger, and where more than one Ledger is used the distinctive letter of the Ledger, A, B, or C, &c., is entered as well. (Columns 1-3, 4, and 5.)

Receipt Books.—

It is still the custom with many firms of old standing to adhere to the way their predecessors had, of writing a letter of acknowledgment and signing the same across a penny receipt stamp; but the majority appreciate the security and simplicity of a printed and numbered receipt form, bearing on the face of it a notice "that no receipts are valid unless given upon one of the firm's printed forms." This authorisation will of itself tend to check any attempt at fraud, for the customer will be quick to suspect any departure from the rule.

The receipts may be printed in books of 100 or 200, four receipts on a page—two in duplicate, with perforation between. This size is very convenient for use, being just right for a traveller's pocket-book, but for office purposes a larger book is necessary, with, say, six receipts on a page, and from 500 to 600 in number. They are numbered from 1 to 10,000 or 100,000, and every new series of numbers should have a fresh letter of the alphabet prefixed to distinguish them. Specimen given.

Form 28.—

No. B340278.

Date.....

Received from.....

.....

Amount.....

Discount.....

Total.....

By.....

No. B340278.

Date.....

Received on Account of

THE UNIVERSAL WINE & SPIRIT CO.,
Sandalhampton,

per.....

the sum of £ net cash.

No receipt for payment can be recognised by us which is not on one of our printed adhesive forms.

Another form is to have the duplicate receipt *under* the original, and, using manifold paper, a record is kept of the actual figures and name entered thereon. This is a check against alteration afterwards of the amount received.

Cash Receipts for Ledger Acoounts.—

These are entered into the Cash Book from the counterfoils of the Receipt Books handed in, together with the report and cash taken, by the travellers at the close of each day or journey, as well as from the book kept for use in the office. No receipt should be detached before the amount collected, with discount allowed, is entered on its counterfoil. The latter will then be found to be an accurate and reliable record of the cash received, and assist materially the process of balancing by preventing errors. The number of the counterfoil is entered in the second column of the Cash Book. This is useful where there are several representatives of a firm, each with a receipt book, and paying cash in daily, an entry being thus identified with the employee who obtained the amount. A missing counterfoil, or one cancelled, can hardly escape notice if this is done, as an Auditor running his eye down the page of the Cash Book would quickly discover the omission and institute inquiries. Some firms prefer to keep a record of the books issued to the travellers, and check them carefully over when returned completed, and before filing them away. (Columns 2 and 7.)

Discounts given.—

These are entered from the counterfoils of the Receipt Books. The rate is dependent upon the style of trade done. It is generally from 2½ to 5 per cent. for prompt cash, or within a month, on private accounts and on Trade Accounts the allowance is also from 2½ to 5 per cent. on journey, about two months. Spirits in bond are net cash on journey, or 1¼ per

cent. prompt. Duty payments (being cash advanced) are always net prompt. (Column 6.)

Sundries Received.—

Cash received for any item that is not posted into the Customers' or Sales Ledger is entered under this head. The Cash Balance in hand the month was started with, Trade Expenses Receipts (such as Rents, Acknowledgements, &c.), Receipts on behalf of the Plant and other Accounts, are here entered, and posted direct to the credit of their respective accounts in the Nominal or Private Ledger. (Column 8.)

Bank, Payments to.—

Cash paid into bank as on January 3, £320, is entered in the Cash (Sundries) column (8) on the *Cr.* side of the Cash Book, and then in the Bank column on the opposite or *Dr.* side, to the *Dr.* of the bank. With many banks the Pass Book is made out in a similar way, so that the customer may find the items appearing on the *Dr.* side of his Cash Book also entered on the *Dr.* side of the Pass Book, and the credits in the one on the credit side of the other.

The Pass Book would in such a case be as under:—

THE UNION BANK OF LONDON.

Dr. to MESSRS. JAMES & CHARLES ROBINSON,
Trading as the "Universal Wine & Spirit Company,"
SANDALHAMPTON.

Receipts by the Bank.		£ s d	Payments by the Bank.		£ s d

Bank, Withdrawals from.--

On the *Cr.* side of the Cash Book. This column (9) is for cheques drawn for Trade Creditors, Trade Expenses, or on Partnership Account. For Trade Creditors the amount is extended into the column for Purchase Ledger (6), the discount received thereon being entered in the column (5), and Date, Name of the Firm, and Folio of posting to *Dr.* account in Ledger being entered also. (Columns 1, 3, and 4.) If the amount withdrawn is for Salaries as on January 30 it is not entered into the Trade Expenses column, for that deals with cash payments only, but at the end of each month the total paid by cheques is added to the amount in the Trade Expense (Cash) column to give the correct total expended. The individual items are, however, posted direct to their accounts in the Nominal Ledger, also any Withdrawals through bank on Partnership Account are posted direct from the Cash Book entry to the Private Ledger.

Trade Expenses.—

This column (7) on the *Cr.* side of the Cash Book is used, as previously stated, for cash payments only. Particulars are first entered in detail in the third column, and posted under their respective heads in the Nominal or Impersonal Ledger, the folio being entered in the column provided (4). Each payment should have the voucher or receipt numbered and entered in column No. 2, and if then tied up in the same order, or filed, are handy for reference for audit purposes.

Discounts taken (Column 5).—

These are entered up from the counterpart of the cheque in remitting trader's account, the net amount being entered in Ledger column (6).

Sundries, Payments.—

This column (8) is necessary (*a*) to enter the sundry cash payments and balances which, with the Trade Expenses (7), will give the total cash payments, to preserve the other columns of the Cash Book for the purposes intended; and (*b*) it will, as has been mentioned, record the payments into bank, the corresponding bank entry on the opposite page; also small cash payments that belong to accounts in the Merchants' or Purchase Ledger, the same amount being entered in column 6. At the end of the month the Cash Balance in hand is also entered in this column.

Balancing the Cash Book (General).—

This should be done monthly, and all columns cast and ruled off, except the bank payments and withdrawals, which perhaps are best carried through three or six months to correspond with the Pass Book.

The totals of columns No. 7 (Ledger Receipts) and 8 (Sundries) on the *Dr.* or left-hand side of the Cash Book will be found to agree with the totals of columns No. 7 (Trade Expenses) and 8 (Sundries) on the *Cr.* or right-hand side of the book.

The totals of column 6, *Dr.* side (Discounts Given), and column 5, *Cr.* side (Discounts Taken), are posted to the Nominal Account in the Ledger, the same with column 7, *Dr.* side (Sales Ledger Cash), and column 6, *Cr.* side (Purchases Ledger), to their respective accounts, either direct or through a Journal entry. The total of Trades Expenses needs the additions of payments by cheque on that account to make it correct for the month, it will then agree with the total of the various postings in the Nominal Ledger.

The Bank Balance at the end of six months should agree with the Pass Book, and any difference by reason of cheques outstanding (not having been presented for payment) may be accounted for by an entry in the margin of the Cash Book as follows:—

	£	s	d
Adjustment of Bank Balance in Pass Book	984	1	6
Less Randeman & Co.'s Cheque, not presented	66	3	4
	£917	18	2

CHAPTER VII.

BILLS RECEIVABLE BOOK AND BILLS PAYABLE BOOK.

Bills Receivable Book.—

A Bill of Exchange is an agreement in writing, stamped according to its value, in which a debtor agrees to pay his creditor on a given date a specified sum of money which he owes to him. It serves a useful purpose in commerce, being a negotiable instrument, for if the parties be trustworthy it may be discounted for cash, and thus, while the creditor will receive his money, less the discount, the debtor does not require to pay it until the time specified. When a bill is paid when it is due, it is said to be honoured; when it is not met—*i.e.*, dishonoured —the holder may demand payment from anyone in whose hands it has been and who has endorsed it. Bills Receivable are entered into this book when returned accepted, and the first posting is to the credit of the account in the Ledger of the persons from whom they have been received. At the end of the month the total of Bills Receivable is posted to the *Dr.* side of an account under the head of Bills Receivable in the Nominal Ledger.

Bills Payable Book.—

Foreign Bills of Exchange are commonly drawn at so many days after sight, and for the sake of security in transmission are

drawn in sets of three. Wine Merchants trading with foreign houses for wines and brandies will frequently have occasion to deal with foreign bills, and will understand that the first arrives with the goods, and is ordinarily accepted then. By the next post the second bill of the same tenor is received, and if the first has been lost this is available, otherwise it is of no use, and may be destroyed. The third bill of the same tenor is retained by the drawer till he learns whether the first or second has been received; if both have been lost, it is then transmitted to the merchant for acceptance.

When this has been done, it is entered up into this book, and the amount posted thence to the debit of the Personal Account in the Ledger, the total of such Bills Payable being posted by a Journal entry to the credit of the Bills Payable Account in the Nominal Ledger.

Form 29.— BILLS RECEIVABLE BOOK.

Date when received	No.	From whom Received	Date of Bill	Form	Date Entered in Cash Book	Ledger folio	Amount	By whom Drawn	On whom Drawn	To whom Payable	Where Payable	January	February	March	April	May	June	July	August	September	October	November	December	Date and manner of disposal	Re-marks
							£ s d																		

Form 30.— BILLS PAYABLE BOOK.

Date of Accept-ance	No.	To Whom Granted	Date of Bill	Form	Date entered in Cash Book	Ledger Folio	Amount	To whom Payable	Where Payable	January	February	March	April	May	June	July	August	September	October	November	December	Date Re-turned	Re-marks
							£ s d																

CHAPTER VIII.

JOURNAL.

Bookkeeping by double-entry is so called because all the entries are posted twice into the Ledger. The entries are *first* posted as in single-entry to the *Dr.* or *Cr.* of their respective accounts. They are then posted a *second* time to the *Dr.* or *Cr.* of some other account. The account which gives away anything is creditor, and the account which receives it is debtor.

The system enables wholesale merchants, and others whose transactions are large and of a varied character, to keep distinct accounts, under their several heads, of the different branches of stock in trade, and ascertain the profit or loss on the same.

The Journal is a book only used in double-entry, but, though useful or necessary in many cases, it is not essential to every business, and in practice many firms omit the use of it.

Its chief object is to record opening, adjusting, and closing entries, and any other transactions which are not sufficiently numerous to have a separate book devoted to them. The Journal becomes a valuable book if used for summarising all the transactions of a particular period, such as a month, quarter, or half-year, and posting the totals to accounts opened in the Nominal Ledger. If that was done, omissions and mistakes would be less likely to occur, and the books would have a much neater appearance. It is especially advisable where a system of self-balancing Ledgers is adopted.

Form 31.— JOURNAL.

Date	Particulars	Ledger Folio	Dr. £ s d	Cr. £ s d
1902 Jan. 1	Sundries—			
	To Capital Account	1	..	10,083 5 0
	For Sundry Assets at this date, viz.:			
	Freehold Premises, Cellars, &c.	4	2,500 0 0	
	Horses	5	200 0 0	
	Plant, Vehicles, &c.	6	400 0 0	
	Stock-in-Trade	10	4,500 0 0	
	Bills Receivable	N.L. 36	50 0 0	
	Book Debts (in full)	15	923 5 0	
	Union Bank..	C.B. 509	1,500 0 0	
	Cash in hand	C.B. 509	10 0 0	
"	Capital Account	1	336 15 0	
	To Sundries—			
	For Sundry Liabilities at this date, viz.:			
	Trade Creditors (Merchants) ..	15	..	165 0 0
	Bills Payable	N.L. 35	..	150 0 0
	Suspense Account (Carriage) ..	8	..	21 15 0
"	Capital Account	1	9,746 10 0	
	To Sundries—			
	For Apportionment of Capital of Partners:			
	Jas. Robinson, half	2	..	4,873 5 0
	Charles Robinson, half	3	..	4,873 5 0
31	Bad Debt and Reserve Account ..	7	2 12 6	
	To Sandalhampton Hotel Company	1	..	2 12 6
	For amount of Bad Debt written off.			
"	Depreciation Account	9	11 5 0	
	To Horses	4	..	2 10 0
	" Plant, Vehicles, Empties, &c..	5	..	3 10 0
	" Office, Cellars, and Stables ..	6	..	5 5 0
"	Bad Debt and Reserve Account ..	7	23 12 0	
	To Sundries	7	..	23 12 0
	For Reserve of 2% on present Book Debts amounting to £1,181 2s. 1d.			
"	Interest Account	13	40 12 2	
	To Charles Robinson (Drawing Account)	12	..	20 6 1
	" Jas. Robinson do. ..	11	..	20 6 1
	For Interest credited on Capital.			
"	Suspense Account..	8	21 15 0	
	To Carriage and Van Delivery Account .. .. .. (Trade Expenses)	N.L. 20	..	21 15 0
	For Railway Carriage December Account transferred to Suspense Account.			
"	Sundries	C.B 512	30 10 3	
	To Discount Account	14	..	30 10 3
	For Discounts allowed to Customers as per Cash Book.			
	Carried forward ..	..	20,296 16 11	20,296 16 11

Form 31—(*continued*). JOURNAL.

Date	Particulars	Ledger Folio	*Dr.* £ s d	*Cr.* £ s d
	Brought forward ..	..	20,296 16 11	20,296 16 11
1902 Jan. 31	Discount Account..	14	7 10 0	
	To Sundries	C.B. 511	..	7 10 0
	For Discounts received from Merchants as per Cash Book.			
"	Profit and Loss	18	183 1 1	
	To Trade Expenses, viz.:	N.L.		
	Carriage and Delivery Expenses	20	..	11 2 0
	Travelling	21	..	17 10 0
	Subscriptions and Donations ..	22	..	3 3 0
	Auditing	23	..	3 3 0
	Men's Wages	24	..	16 16 0
	Salaries and Commission ..	25	..	50 0 0
	Coal, Gas, and Water	26	..	5 0 0
	Rent, Rates, and Taxes	27	..	35 8 0
	Horse-keep	28	..	12 2 6
	Blacksmith	29	..	0 12 6
	Vehicle and Harness Repairs ..	30	..	4 15 0
	Repairs	31	..	6 8 1
	Stamps and Incidentals	32	..	2 10 0
	Printing and Advertising ..	33	..	13 10 0
	Insurance Premium	34	..	1 1 0
	For Transfer to Profit and Loss Account.			
"	Profit and Loss	18	40 12 2	
	To Interest Account	13	..	40 12 2
	For Interest Transferred to Profit and Loss Account.			
"	Profit and Loss	18	26 4 6	
	To Bad Debt and Reserve Account	7	..	26 4 6
	For total of Account Transferred to Profit and Loss Account.			
"	Profit and Loss	18	11 5 0	
	To Depreciation Account	9	..	11 5 0
	For Depreciation transferred to Profit and Loss Account.			
"	Discount Account	14	23 0 3	
	To Profit and Loss	18	..	23 0 3
	For Balance of Discount Account transferred to Profit and Loss Account.			
"	Stock Account (Wines)	10	637 6 10	
	To Sundries:			
	For Purchases of Wines £640 6 10			
	Less Returns .. 3 0 0	P.D.B.	..	637 6 10
"	Stock Account (Spirits)	10	394 15 9	
	To Sundries:			
	For Purchases of Spirits £401 12 3			
	Less Returns .. 6 16 6	P.D.B.	..	394 15 9
	Carried forward	..	21,620 12 6	21,620 12 6

Form 31—(*continued*). JOURNAL.

Date	Particulars	Ledger Folio	*Dr.*	*Cr.*
			£ s d	£ s d
	Brought forward ..	..	21,620 12 6	21,620 12 6
1902 Jan. 31	Sundries	D.B.	779 2 6	
	To Stock Account (Wines):			
	For Sale of Wines .. £779 17 6			
	Less Returns .. 0 15 0			
		10	..	779 2 6
"	Sundries	D.B.	411 8 4	
	To Stock Account (Spirits):			
	To Sales of Spirits .. £444 13 10			
	Less Returns .. 33 5 6			
		10	..	411 8 4
"	Sundries	..	4,683 14 7	
	To Stock Account:			
	Wines—Stock on hand Jan. 31st ..	10	..	2,412 17 6
	Spirits— Do. do. ..	10	..	2,270 17 1
"	Stock Account	10	342 2 10	
	To Profit and Loss Account:			
	For Balance Gross Profit on Wines..	18	..	263 1 6
	Do. do. on Spirits..	18	..	79 1 4
	Transferred to Profit and Loss Account.			
"	Profit and Loss Account..	18	104 0 4	
	To James Robinson (Drawing Account)	11	..	52 0 2
	" Charles Robinson do. ..	12	..	52 0 2
	For Transfer of Net Profits from Profit and Loss Account to Drawing Accounts.			
"	Capital Account	1	55 7 6	
	To James Robinson (Drawing Account)	12	..	27 13 9
	" Charles Robinson do. ..	12	..	27 13 9
	For Transfer of Balances to Capital Account. (The Interest and Profit made not being equal to the amount withdrawn, this balance is entered on the *Dr.* side of the Capital Account.)			
"	James Robinson (Capital Account) ..	2	27 13 9	
"	Charles Robinson do. ..	3	27 13 9	
	To Capital Account	1	..	55 7 6
	For Transfer of proper Balances to each individual Capital Account.			
			£ 28,051 16 1	£28,051 16 1

CHAPTER IX.

NOMINAL LEDGER, &c.

The various Impersonal Accounts of the business are entered into this Ledger. There is very little explanation needed in connection with them. The balances are carried by means of a Journal entry to the Profit and Loss Account in the Private Ledger.

NOMINAL LEDGER.

TRADE EXPENSES.

Form 32.—

Dr.—N.L. 20. CARRIAGE AND VAN DELIVERY EXPENSES ACCOUNT. *Cr.*

			£ s d				£ s d
1902	To Sundries—	C.B.		1902		P.L.	
Jan. 2	Railway December Account .	510	21 15 0	Jan. 31	By Profit and Loss Account	18	11 2 0
7	Delivery by Van	510	1 18 0	"	" Suspense Account Transfer .	8	21 15 0
29	G. N. Railway Carriage Account	510	4 4 0				
30	Central Railway Carriage Account	512	5 0 0				
			£32 17 0				£32 17 0

Dr.—N.L 21. TRAVELLING EXPENSES. *Cr.*

			£ s d				£ s d
1902 Jan. 2	To Sundries— Per A. B.	C.B. 510	10 10 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	17 10 0
30	" "	512	7 0 0				
			£17 10 0				£17 10 0

Dr.—N.L. 22. SUBSCRIPTIONS AND DONATIONS ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 4	To Sundries— Wine Trade Benevolent Fund ..	C.B. 510	1 1 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	3 3 0
"	Licensed Victualler's Association	512	2 2 0				
			£3 3 0				£3 3 0

Dr.—N.L. 23. AUDITING EXPENSES. *Cr.*

			£ s d				£ s d
1902 Jan. 30	To Sundries	C.B. 512	3 3 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	3 3 0

Dr.—N.L. 24. MEN'S WAGES ACCOUNT. *Cr.*

1902		C.B.	£ s d	1902		P.L.	£ s d
Jan. 7	To Sundries (particulars given of each employee)	510	4 4 0	Jan. 31	By Profit and Loss Account	18	16 16 0
14	" "	510	4 4 0				
21	" "	510	4 4 0				
30	" "	512	4 4 0				
			£16 16 0				£16 16 0

Dr.—N.L. 25. SALARIES AND COMMISSION ACCOUNT. *Cr.*

1902		C.B.	£ s d	1902		P.L.	£ s d
Jan. 30	To Sundries—			Jan. 31	By Profit and Loss Account	18	50 0 0
	Manager	512	25 0 0				
"	Cashier	512	10 15 0				
"	Traveller	512	15 0 0				
			£50 0 0				£50 0 0

Dr.—N.L. 26. COAL, GAS, AND WATER ACCOUNT. *Cr.*

1902		C.B.	£ s d	1902		P.L.	£ s d
Jan. 30	To Sundries—			Jan. 31	By Profit and Loss Account	18	5 0 0
	Gas Company's Account	512	2 5 0				
"	Water " "	512	0 15 0				
"	Coal	512	2 0 0				
			£5 0 0				£5 0 0

Dr.—N.L. 27. RENTS, RATES, AND TAXES. *Cr.*

			£ s d				£ s d
1902	To Sundries—	C.B.		1902	By Sundries—	C.B.	
Jan. 2	Excise Licenses, Dealers, &c. ..	510	24 3 0	Jan. 30	Rent for Premises sub-let.. ..	511	5 0 0
4	Urban District Rate 1s. in £ on £125	510	6 5 0	"	" Profit and Loss Account .. .	P.L. 18	35 8 0
30	Rent due	512	10 0 0				
			£40 8 0				£40 8 0

Dr.—N.L. 28. HORSE-KEEP (STABLE) ACCOUNT. *Cr.*

			£ s d				£ s d
1902	To Sundries—	C.B.		1902		P.L.	
Jan. 7	Corn—Jno. Toms' Account ..	510	12 2 6	Jan. 31	By Profit and Loss Account	18	12 2 6

Dr.—N.L. 29. BLACKSMITH (SHOEING) ACCOUNT. *Cr.*

			£ s d				£ s d
1902	To Sundries—	C.B.		1902		P.L.	
Jan. 30	Jackson—Shoeing Account ..	510	0 12 6	Jan. 31	By Profit and Loss Account	18	0 12 6

Dr.—N.L. 30. VEHICLE AND HARNESS REPAIRS ACCOUNT. *Cr.*

			£ s d				£ s d
1902	To Sundries—	C.B.		1902		P.L.	
Jan. 30	Harness Repairs	512	1 15 0	Jan. 31	By Profit and Loss Account	18	4 15 0
"	Vehicle Repairs	512	3 0 0				
			£4 15 0				£4 15 0

Dr.—N.L. 31. REPAIRS ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Sundries— Joiners' Account	C.B. 512	1 10 1	1902 Jan. 31	By Profit and Loss Account	P.L. 18	6 8 1
"	Coopers' "	512	4 18 0				
			£6 8 1				£6 8 1

Dr.—N.L. 32. STAMPS AND INCIDENTAL EXPENSES. *Cr.*

			£ s d				£ s d
1902 Jan. 7	To Sundries— Stamps, Receipts, and Postage ..	C.B. 510	2 10 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	2 10 0

Dr.—N.L. 33. PRINTING AND ADVERTISING ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Sundries— Gee & Co., Printing	C.B. 510	7 2 0	1902 Jan. 31	By Profit and Loss Account ..	P.L. 18	13 10 0
"	" " Advertising	510	6 8 0				
			£13 10 0				£13 10 0

Dr.—N.L. 34. INSURANCE *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Sundries – Phœnix Fire Insurance Premium	C.B. 512	1 1 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	1 1 0

Dr.—N.L. 35. BILLS PAYABLE. *Cr.*

			£ s d				£ s d
1902 Jan. 8	To J. Lomas	C.B. 510	150 0 0	1902 Jan. 1	By Sundries	1	150 0 0

Dr.– N.L. 36. BILLS RECEIVABLE. *Cr.*

			£ s d				£ s d
1902 Jan. 1	To Sundries	1	50 0 0	1902 Jan. 4	By Hillside Brewery Company.. ..	C.B. 509	50 0 0

Form 33.— **PRIVATE LEDGER**

This book contains the final accounts, showing the net result of the firm's transactions, the partners' Capital Accounts, and all others of a private character—the connection and working of each account will be followed without difficulty by the references given.

JAMES & CHARLES ROBINSON,
Trading as "THE UNIVERSAL WINE AND SPIRIT COMPANY,"
WINE LODGE,
SANDALHAMPTON.

Dr.—P.L. 1. CAPITAL ACCOUNT. *Cr.*

1902			£ s d	1902			£ s d
Jan. 1	To Sundries	P.L. 15	336 15 0	Jan. 1	By Sundries	P.L. 15	10,083 5 0
"	" Sundries (Partners' Capital) ..	" 15	9,746 10 0	31	" James Robinson (Capital Account)	" 2	27 13 9
31	" Drawing Account	" 15	55 7 6	"	" Charles Robinson (Capital Account)	" 3	27 13 9
			£10,138 12 6				£10,138 12 6

Dr.—P.L. 2. JAMES ROBINSON (CAPITAL ACCOUNT). *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Capital Account	P.L. 11	27 13 9	1902 Jan. 1	By Sundries	P.L. 15	4,873 5 0
"	" Balance	" 16	4,845 11 3				
			£4,873 5 0				£4,873 5 0
				1902 Feb. 1	By Balance	P.L. 2	4,845 11 3

Dr.—P.L. 3. CHARLES ROBINSON (CAPITAL ACCOUNT). *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Capital Account	P.L. 12	27 13 9	1902 Jan. 1	By Sundries	P.L. 15	4,873 5 0
"	" Balance	" 16	4,845 11 3				
			£4,873 5 0				£4,873 5 0
				1902 Feb. 1	By Balance	P.L. 3	4,845 11 3

Dr.—P.L. 4. FREEHOLD PREMISES, OFFICES, CELLARS, AND STABLES. *Cr.*

			£ s d				£ s d
1902 Jan. 1	To Sundries	P.L. 15	2,500 0 0	1902 Jan. 31	By Depreciation .. .. (say = 2½% per annum)	P.L. 9	5 5 0
				"	" Amount carried down		2,494 15 0
			£2,500 0 0				£2,500 0 0
1903 Jan. 31	To Sundries brought down		2,494 15 0				

Dr.—P.L. 5. HORSES. *Cr.*

			£ s d				£ s d
1902 Jan. 1	To Sundries..	P.L. 15	200 0 0	1902 Jan. 31	By Depreciation .. .. (say = 15% per annum)	P.L. 9	2 10 0
24	" Purchases, *ex* Jones "Ned" ..	C.B. 510	35 0 0	"	" Amount carried down		232 10 0
			£235 0 0				£235 0 0
1902 Jan. 31	To Sundries brought down		232 10 0				

Dr.—P.L. 6. PLANT, VEHICLES, EMPTIES, ETC. *Cr.*

			£ s d				£ s d
1902 Jan. 1	To Sundries	P.L. 15	400 0 0	1902 Jan. 31	By Depreciation .. .. (say = 10% per annum)	P.L. 9	3 10 0
				"	" Amount carried down		396 10 0
			£400 0 0				£400 0 0
1902 Jan. 31	To Sundries brought down		396 10 0				

Dr.—P.L. 7. BAD DEBT AND RESERVE ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Sandalhampton Hotel Company ..	1	2 12 6	1902 Jan. 31	By Profit and Loss Account	P.L. 18	26 4 6
"	" Doubtful Debts, Reserve .. .. (2% on present Book Debts, viz., £1,181 2s. 1d.)	P.L. 16	23 12 0				
			£26 4 6				£26 4 6

Dr.—P.L. 8. SUSPENSE ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 2	To Railway Carriage December Account, Transferred	P.L. 20	21 15 0	1902 Jan 1	By Sundries owing	P.L. 15	21 15 0

Dr.—P.L. 9.— DEPRECIATION ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Freehold Premises, Offices, and Stables	P.L. 4	5 5 0	1902 Jan. 31	By Profit and Loss Account	P.L. 18	11 5 0
"	" Horses	" 5	2 10 0				
"	" Plant, Vehicles, Empties, &c. ..	" 6	3 10 0				
			£11 5 0				£11 5 0

Dr.—P.L. 10. STOCK ACCOUNT. *Cr.*

			Wines. £ s d	*Spirits.* £ s d				*Wines.* £ s d	*Spirits.* £ s d
1902 Jan. 1	To Sundries		2,291 11 8	2,208 8 4	1902 Jan. 31	By Sundry Sales: Wines	£779 17 6		
30	" Sundry Purchases: Wines	£640 6 10				*Less* Returns ..	0 15 0	779 2 6	
	Less Returns ..	3 0 0	637 6 10		"	" Sundry Sales: Spirits	£444 13 10		
"	" Sundry Purchases: Spirits	£401 12 3				*Less* Returns ..	33 5 6	..	411 8 4
	Less Returns ..	6 16 6	..	394 15 9	"	" Stock on hand		2,412 17 6	2,270 17 1
"	" Balance Profit and Loss Account		263 1 6	79 1 4					
		£	3,192 0 0	£2,682 5 5				£3,192 0 0	£2,682 5 5
1902 Feb. 1	To Stock		2,412 17 6	2,270 17 1					

Dr.—P.L. 11. JAMES ROBINSON (DRAWING ACCOUNT). *Cr.*

			£ s d				£ s d
1902 Jan. 30	To Cash	C.B. 512	100 0 0	1902 Jan. 31	By Interest on Capital	P.L. 13	20 6 1
"	" Interest on Withdrawals	..	—	"	" Profit and Loss Account	" 19	52 0 2
				"	" Balance to Capital Account ..	" 2	27 13 9
			£100 0 0				£100 0 0

Dr.—P.L. 12. CHARLES ROBINSON (DRAWING ACCOUNT). *Cr.*

			£ s d				£ s d
1902 Jan. 30	To Cash	C.B. 512	100 0 0	1902 Jan. 31	By Interest on Capital	P.L. 13	20 6 1
"	" Interest on Withdrawals	..	—	"	" Profit and Loss Account	" 19	52 0 2
				"	" Balance to Capital Account ..	" 3	27 13 9
			£100 0 0				£100 0 0

Dr.—P.L. 13. INTEREST ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Chas. Robinson, Interest on Capital	P.L. 12	20 6 1	1902 Jan. 31	By Chas. Robinson, Interest on Withdrawals	..	—
"	" James Robinson, do. (one month at 5% per annum)	" 11	20 6 1	"	" Jas. Robinson, do. ..	..	—
				"	" Profit and Loss Account	P.L. 18	40 12 2
			£40 12 2				£40 12 2

Dr.—P.L. 14. DISCOUNT ACCOUNT. *Cr.*

			£ s d				£ s d
1902 Jan. 31	To Sundries, as per Cash Book ..	C.B. 509	7 10 0	1902 Jan. 31	By Sundries, as per Cash Book ..	C.B. 512	30 10 3
"	" Profit and Loss Account	P.L. 18	23 0 3				
			£30 10 3				£30 10 3

JAMES & CHARLES ROBINSON,

Trading as "THE UNIVERSAL WINE AND SPIRIT COMPANY,"

WINE LODGE,

SANDALHAMPTON.

P.L. 15. BALANCE SHEET, as at January 1st 1902.

Liabilities			£ s d	*Assets*			£ s d
To Sundry Trade Creditors			165 0 0	By Freehold Premises, Offices, Cellars, and Stables		P.L. 4	2,500 0 0
" Bills Payable—J. Lomas, due Jan. 8th ..			150 0 0	" Horses		" 5	200 0 0
" Suspense Account—Expenses owing ..		P.L. 8	21 15 0	" Plant, &c.		" 6	400 0 0
" Capital, viz.:—				" Stock:—			
James Robinson	£4,873 5 0	P.L. 2		Wines	£2,291 11 8		
Charles Robinson	4,873 5 0	" 3		Spirits	2,208 8 4		
			9,746 10 0				4,500 0 0
				" Bills Receivable—Hillside Brewery Company, due Jan. 4th..			50 0 0
				" Book Debts (in full)			923 5 0
				" Cash in hand		C.B. 509	10 0 0
				" Do. at Union Bank of London		" 509	1,500 0 0
			£10,083 5 0				£10,083 5 0

JAMES & CHARLES ROBINSON,

Trading as "THE UNIVERSAL WINE AND SPIRIT COMPANY,"

WINE LODGE,

SANDALHAMPTON,

P.L. 16.

BALANCE SHEET, as at January 31st 1902.

Liabilities			£ s d	£ s d	*Assets*		£ s d	£ s d
To Sundry Trade Creditors ..			..	198 13 6	By Freehold Premises, Offices, Cellars, and Stables		2,500 0 0	
" Capital, viz.:—					*Less* Depreciation.. ..	P.L. 4	5 5 0	2,494 15 0
Jas. Robinson ..	£4,845 11 3	P.L. 2			" Horses		235 0 0	
Chas. Robinson..	4 845 11 3	" 3	..	9,691 2 6	*Less* Depreciation.. ..	" 5	2 10 0	232 10 0
					" Plant		400 0 0	
					Less Depreciation.. ..	" 6	3 10 0	396 10 0
					" Stock in hand—Wines.. ..		2,412 17 6	
					Spirits ..		2,270 17 1	4,683 14 7
					" Book Debts—Ledger A ..		275 1 1	
					" B ..		906 1 0	
							1,181 2 1	
					Less 2% for Doubtful Debts Reserve	" 7	23 12 0	1,157 10 1
					" Cash in hand	C.B. 512	..	6 18 2
					" Do. at Union Bank of London	" 512	..	917 18 2
				£9,889 16 0				£9,889 16 0

TRADING ACCOUNT.

Dr.—P.L. 17. WINE. *Cr.*

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 1	To Stock on hand		..	2,291 11 8	1902 Jan. 31	By Sales		779 17 6	
31	" Purchases		640 6 10			*Less*		0 15 0	
	Less		3 0 0						779 2 6
				637 6 10	"	" Stock on hand		..	2,412 17 6
"	" Balance	P.L. 18	..	263 1 6					
	Being Gross Profit = 32·99%								
			£	3,192 0 0				£	3,192 0 0

SPIRITS.

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 1	To Stock on hand		..	2,208 8 4	1902 Jan. 31	By Sales		444 13 10	
31	" Purchases		401 12 3			*Less*		33 5 6	
	Less		6 16 6						411 8 4
				394 15 9	"	" Stock on hand		..	2,270 17 1
"	" Balance	P.L. 18	..	79 1 4					
	Being Gross Profit = 19·22% or 28·74% on total of Wines and Spirits.								
			£	2,682 5 5				£	2,682 5 5

Dr.—P.L. 18. PROFIT AND LOSS ACCOUNT, from January 1st to January 31st 1902. *Cr.*

			£ s d	£ s d				£ s d	£ s d
1902 Jan. 31	To Trade Expenses, viz.:—				1902 Jan. 31	By Gross Profit, Wine Sales..	P.L. 17	..	263 1 6
	Carriage and Delivery Expenses	N.L. 20	11 2 0		"	" Do. Spirit Sales..	" "	..	79 1 4
	Travelling	" 21	17 10 0		"	" Discounts	" 14	..	23 0 3
	Subscriptions and Donations	" 22	3 3 0						
	Auditing	" 23	3 3 0						
	Men's Wages	" 24	16 16 0						
	Salaries & Commission	" 25	50 0 0						
	Coal, Gas, and Water ..	" 26	5 0 0						
	Rents, Rates, and Taxes	" 27	35 8 0						
	Horse-Keep	" 28	12 2 6						
	Blacksmith	" 29	0 12 6						
	Vehicle and Harness Repairs	" 30	4 15 0						
	Repairs	" 31	6 8 1						
	Stamps and Incidentals	" 32	2 10 0						
	Printing and Advertising	" 33	13 10 0						
	Insurance Premium ..	" 34	1 1 0						
				183 1 1					
	" Interest	P.L. 13	..	40 12 2					
	" Bad Debt and Reserves ..	" 7	..	26 4 6					
	" Depreciation	" 9	..	11 5 0					
	" Balance, Net Profit carried down	" 19	..	104 0 4					
				£365 3 1					£365 3 1

APPROPRIATION OF NET PROFITS ACCOUNT,
for Month ending January 30th 1902.

Dr.—P.L. 19. *Cr.*

			£ s d	£ s d					£ s d
1903 Jan. 31	By Chas. Robinson, ½-share	P.L. 12	52 0 2		1902 Jan. 31	By Balance, being Net Profit brought down	P.L 18	..	104 0 4
"	" Jas Robinson, ½-share..	" 11	52 0 2						
				104 0 4					
				£104 0 4					£104 0 4

Form 34.—

SUMMARY OF STOCK OF WINES AND SPIRITS.

JANUARY 1ST 1902.

WINES	Quarts		Pints		Totals					Total		
	Doz.	btls.	Doz.	btls.	Doz.	btls.	£	s	d	£	s	d
Port .. .. in bottle ..	600		50				1,040	2	6			
" .. .. in cask ..	250				875		190	10	0	1,230	12	6
Sherry .. .. in bottle ..	50	6					120	0	6			
" .. .. in cask ..	120	2					90	2	4			
" .. .. in bond ..	54				224	8	20	0	0	230	2	10
Champagne .. in cases ..	206		54	6	233	3				390	10	6
Claret .. .. in bottle ..	250		120				174	0	0			
" .. .. in cask ..	96				406		48	0	0	222	0	0
Burgundy, and French Wines	150		24	2	162	1				98	3	10
Hock, and German Wines ..	88		30		103					75	0	0
Various Wines—Australian, &c.	56		28		70					45	2	0
	1,920	8	306	8	2,074					£2,291	11	8

SPIRITS	In Bond		Duty Paid		Totals					Total		
	Galls.	btls.	Galls.	btls	Galls.	btls	£	s	d	£	s	d
Brandy .. .. in bond ..	1,280						580	19	2			
" .. .. in store ..			301	3	1,581	3	350	3	1	931	2	3
Rum .. .. in bond ..	320						36	16	2			
" .. .. in store ..			400		720		260	19	9	297	15	11
Whisky—Scotch in bond ..	1,006	3					280	0	0			
" " in store ..			422	3	1,429		300	2	9	580	2	9
Whisky—Irish in bond ..	850						100	0	11			
" " in store ..			210	3	1,060	3	147	10	6	247	11	5
Gin and Hollands in store ..			130		130					84	3	6
Cordials, &c. .. in store ..			80		80					54	2	6
Liqueurs .. in bond ..	20				20					13	10	0
	3,476	3	1,544	3	5,021					£2,208	8	4

Total .. £4,500 0 0

Form 35.—

SUMMARY OF STOCK OF WINES AND SPIRITS.

JANUARY 31ST 1902.

WINES	Quarts		Pints		Totals				Total
	Doz.	btls.	Doz.	btls.	Doz.	btls.	£ s d		£ s d
Port .. .. in bottle ..	485	1	50				895 12 6		
" .. .. in cask ..	277	10			787	11	230 10 0		1,126 2 6
Sherry .. .. in bottle ..	89						140 2 0		
" .. .. in cask ..	153	11					130 10 0		
" .. .. in bond ..	54				296	11	20 0 0		290 12 0
Champagne .. in cases ..	242		28	6	256	3			530 10 6
Claret .. .. in bottle ..	307	6	116				195 2 6		
" .. .. in cask ..	46				411	6	26 10 0		221 12 6
Burgundy, and French Wines	147	6	24	2	159	7			96 8 0
Hock, and German Wines ..	88		30		103				75 0 0
Various Wines—Australian, &c.	80	9	28		94	9			72 12 0
	1,971	7	276	8	2,109	11			£2,412 17 6

SPIRITS	In Bond		Duty Paid		Totals				Total
	Galls.	btls.	Galls.	btls.	Galls.	btls	£ s d		£ s d
Brandy .. .. in bond ..	1,280						580 19 2		
" .. .. in store ..			249	3	1,529	3	290 14 0		871 13 2
Rum .. .. in bond ..	320						36 16 2		
" .. .. in store ..			356	3	676	3	249 14 0		286 10 2
Whisky—Scotch in bond ..	1,060	3					301 3 0		
" " in store ..			510		1,570	3	357 10 0		658 13 0
Whisky—Irish in bond ..	901	3					123 14 0		
" " in store ..			177		1,078	3	128 2 1		251 16 1
Gin and Hollands in store ..			211		211				139 17 6
Cordials, &c, .. in store ..			66		66				48 17 2
Liqueurs .. in bond ..	20				20				13 10 0
	3,582		1,570		5,152				£2,270 17 1
								Total ..	£4,683 14 7

CHAPTER X.

VALUATION AND CHECKING OF STOCK.

THIS is an important part of such a business as the one described, and the manner in which it is done affects the Balance Sheet very considerably. When a business changes hands, or any alteration is made in its construction, it is advisable to have a wine and spirit broker, or expert outside valuer, and take his figures as the basis for a valuation of the stock on hand. The charge varies from 1 to 2½ per cent. for amounts of £2,000 and upwards; for smaller valuations special terms are made, and all country valuations are charged with the Extras, Hotel and Travelling Expenses. The disadvantage of such a course is that only totals are dealt with, and although information is generally freely given where desired, the merchant has to make his own estimation of the value to be set on each bin of wines or spirits in order to arrive at the valuer's total. In ordinary stocktaking it is therefore customary to take the stock at the firm's valuation, and a very excellent rule is not to anticipate profits, though tempted to do so by the increased market value of any particular goods—such as vintage wines, fine old brandies, whiskies, &c.—but to take all classes of goods at the cost price. In any case, the utmost advance should not exceed 5 per cent. on the capital put into the business, and not even this where, owing to overstocking or fixed retail prices, the proportionate advantage is not obtainable on selling. The principal, as well as the Auditors, should bear this always in mind, recollecting, however, that to act on the safe side by not charging

interest may lead to a loss at the moment of sale, through a wrong estimation of the cost and proper value of the goods to be sold, especially if the Price Book, previously mentioned, is not kept up to date.

The Stock Sheets are ruled as the one here given. The totals of each sheet are carried to the Summary as given on Form 35.

Form 36.— STOCK, January 31st 1902.

PORTS IN BOTTLE.

Bin No.	Quarts		Pints		Shipper	Vintage	Date Bottled	Mark	Value		Amount
	Doz.	Botts.	Doz.	Botts.							£ s d

The time chosen for stocktaking should be when the stocks are at the lowest ebb, which in this business would, in most instances, be in summer, at June 30th. The book debts then would be less then at December 31st, and the whole work of balancing the books should be much easier than after the heavy work entailed by the Christmas season.

The work, when once undertaken, should not be left longer than absolutely necessary until the whole is on paper. Then a memorandum of the sales during the period of stocktaking

should be checked off to prevent errors by omission. The quantity on the Stock Sheet, being obtained by the actual counting of the bin, should be checked off by the Bin Book, and if there is any error it should be traced or explained by the cellarman. The spirits in vats and the wines in cask are dipped, and the number of inches shown *wet* on the dip rod entered on the Stock Sheet. The full contents of the cask "standing" or "lying" are entered, with the bung inches—*i.e.*, the number of inches the cask measures outside the head or bung—and the actual quantity is ascertained by means of the ullaging rule, without which, for gauging and valuation purposes, no Wine Merchant's office is complete. The full contents or capacity of vats, or any awkward shaped casks, should be calculated by gauging instruments, or by the simpler way of putting in so many gallons of water, and noting the inches until the vat is filled. By tabulating the inches and number of gallons to each in a Vat Book the dipping of the vat afterwards would be all that was necessary to obtain the quantity therein.

ULLAGE SLIDING RULE.

Ullage is a term which means always part of a full content. If connected with the liquid quantity in a cask, it is called the "wet ullage"; and if the unoccupied space above the surface of the liquid, the "dry ullage."

Owing to the different shapes and sizes of casks it is not possible always to find the quantity of liquid present at any given part of the length or bung diameter by simply multiplying the area at one inch by the given depth of liquid, as in the case of a cylinder. Tables founded on experiments with a great number of casks of the average shape have been constructed, and from the data so supplied lines laid down on a slide rule, so that the ascertaining of the quantity of liquid in a cask of known content and bung diameter, or length, might be rendered a rapid and easy task.

The ullage rule is in two divisions, the upper and lower. The lower consists of a segment standing (casks standing) line of figures, and a segment lying (casks lying on their bulge) line of figures, with a graduated slider E between the two. The upper division is a line of figures graduated from 1 to 100, marked A; a slider with the same figures, marked B (the slider E is also identical with B. in the system of graduation); and another row of figures from 1 to 10, marked D, underneath. The lines are laid down according to logarithmic and not ordinary arithmetical progression. It is only by use of two logarithmic series working in connection with each other that multiplication, division, and other similar operations can be done mechanically.

Rule for Ullaging.—

Set the length or bung diameter, as the case may be, on the bottom slider E to 100 on segment standing, if the cask be standing, or to 100 on segment lying, if the cask be lying; then opposite the wet inches, or the vacuity on the slider E, read off the segment on segment standing or segment lying.

On the upper slider B, set the segment so found to 10 on A, and under the full content on A will be found the ullage on B.

Example.—Standing cask—Given length 48
Wet inches 8·7
Full contents 96 gallons.

Find the "wet ullage" and the "dry ullage."

First setting of the rule—

·16	100 segment standing
8·7	48 E

Second setting of the rule—

Content 96	10 A
15·4	16 B

Answer 15.4 gallons wet ullage. For the vacuity, or "dry ullage," the easiest way is to deduct 15.4 from full contents, 96 equal dry ullage 80.6. But it is always better to find the dry ullage directly by deducting the wet inches from the given length of the cask, and proceeding as above on the rule. The correctness of the results thus obtained may then be proved by adding together the two ullages, which should be as nearly as possible the full content of the cask.

This rule, with a comparative rule for the valuation and reducing of stocks on the opposite side, is supplied by all gauging instrument makers, and may be obtained of W. R. Loftus, 321 Oxford Street, and Farrow & Jackson, Tower Street, London.

The Customs and Excise, in addition to gauging a cask, sometimes ascertain the contents by weighing.

The operation of finding the contents of casks of spirits by weighing is to be thus performed:—The empty cask must first be tared to the pound, the weight to preponderate. It is then to be filled to the bung and immediately weighed to the pound, the cask to preponderate. The hydrometer indication is to be taken at the same time, so that there may be no change of temperature between the spirit as weighed and as tried. The particulars are to be entered at once into the Operations Register, in the Excise or Vatting Book, or slip in the Customs. From the net weight and the hydrometer indication the content of each cask can be found in the tables furnished to the officers. If an indication occurs that is not in the tables the content can be found by dividing the net weight in pounds by the pounds per gallon for such indication given in Table B of the Spirits Act, 43 & 44 Vict., c. 24. Thus:—Net weight, 1,254 lbs.; indication, 43.0; weight per gallon, 8.903 lbs.; then, $1,254 \div 8.903 = 140$ gallons. As soon as the content is ascertained, the

officer will see it permanently and legibly marked on the head of the cask.

The Comparative Rule,

for showing the comparative value, taking stocks, and reducing spirits from one strength to another.

The Valuation and Reducing Rule.—

As the value of spirits (quantities and qualities being equal) depends upon their relative strengths, the comparative rule is so adapted as to save the trouble of lengthened calculations. The facilities it affords in stock-taking, valuations, mixing, reducing, &c., cannot be overlooked; other advantages being its simplicity, cheapness, and portability.

Its Construction.—A sliding rule, in ivory or boxwood, has one face, A B, divided for strengths and prices; the upper and lower lines are engraved with shillings and pence; the slide represents strengths, and this slide is employed for the comparison of the value of spirits at different strengths; thus the price of any spirit at a given strength being stated, its value at all other strengths is shown at a glance.

Example.—Suppose spirit is worth 16s. 6d. at 10 per cent. overproof, what will be its value at 20 overproof, 40 overproof, at proof, and at 10 per cent. underproof?

With the comparative rule before us, it is only necessary to set 10 per cent. overproof *on the slide* (the given strength) to 16s. 6d. *on the line* (the stated price); then opposite to every other strength named will be found the value sought; thus:—

	s d	s d	s d	s d	s d
Value	13 6	15 0	16 6	18 0	21 0
Strength (slide) ..	10 U.P.	Proof.	10 O.P.	20 O.P.	40 O.P.

Five questions being determined by one motion of the slide, and without the possibility of error.

The other face, C C. The upper and lower lines are engraved for quantity, as gallons or any other equal measures; and the slide, as before, for strength. It is used to find instantly and easily the equivalent quantity at any proposed strength, to a given quantity at a given strength; and like the price side, it shows the whole range by one operation.

Example.—If 100 gallons at 15 per cent. overproof is to be reduced to 15 per cent. underproof, what quantity must it be made up to? Note.—The difference between the quantity given, and the quantity found, to be *added* for reducing.

Quantity ..	To 100 galls.	Given quantity.	Find 135·3 galls.
Strength (slide)	Set 15 O.P.	Given Strength.	Above 15 U.P.

Answer.—135·3 gallons at 15 underproof, are equal to 100 gallons at 15 overproof.

Nothing can be more simple than the working of the comparative rule, and a few trials will show its indispensability.

Reduction of Spirits.—

Questions on the reduction of spirits from any one strength to an equivalent at any other may be solved by the following general rule:—

(1) Prepare the strengths by adding rates per cent. O.P. (over proof) to 100 and deducting rates per cent. U.P. (under proof) from 100.

(2) Multiply the quantity of spirits to be reduced by the *given* and divide by the *required* strength.

This rule will be found to apply to every possible case.

Example.—Reduce 60 gallons of whisky at 5 O.P. to 15 U.P., given strength 5 O.P. = 105 (100 + 5) × by number of gallons, 60 ÷ by required strength 15 U.P. = 85 (100—15) = 74.1 gallons, or an addition of 14.1 gallons of water.

Or, expressed in another way: If 60 gallons of whisky at 5 O.P. are to be reduced to 15 U.P., the difference between 5 O.P. and 15 U.P. is 20 degrees. The required strength is 15 U.P., or 85 degrees.

$$\frac{60 \times 20}{85} = 14{\cdot}1 \text{ gallons of water required to be added.}$$

A certain diminution of bulk takes place when strong spirits are mixed with water. This contraction varies with the strengths of the spirits to be reduced, and in strong spirits the error through this rule may equal 3 or 4 per cent., the water required being under-estimated to that extent.

Sykes's Hydrometer.—

This is the only legal test to ascertain the strength and value of spirits, and, being established by Act of Parliament, by it alone can any deficiency in the goods be recovered. It is used by the Revenue in all its departments, and so delicate and accurate in its operation, that even *one pint* of water introduced into *one hundred gallons of spirits* will be detected, hence its inestimable value to all in the trade, and the impossibility of a man becoming master of his business without its guidance. It may truly be said that a draper without a yard measure is alike to the spirit trader without the hydrometer.

It consists of a metal float, the upper stem of which is divided and numbered 0 to 10; the lower stem is made to support one of the small weights, of which there are nine, numbered, and answering to the divisions on the stem. These are accompanied by a thermometer to ascertain the temperature,

every variation of which affects the operation; a book, with a page allotted to each degree of temperature from 30 to 80; and a test glass to contain the liquid and float the hydrometer.

Testing the Strength of Spirits.—

The operation is as under. Having filled the test glass with the liquid—

(1) Find the exact temperature by the thermometer, and turn to the page in the book so headed.

(2) Place the hydrometer in the liquid and, when it floats, add the number of the weight to the division on the stem, and look down the proper column of weights in the book.

(3) Opposite the indicated number find the strength, but note carefully whether overproof or underproof, as both are sometimes in the same column.

Strengths of spirits are taken by Sykes's hydrometer. In the case of spirits (not being mixed or sweetened, liqueurs, cordials, &c.), including brandy, rum, Geneva, &c., containing saccharine, colouring or other matter in solution, which would increase their densities, and thus give an erroneous spirit indication by the hydrometer, the actual or real strengths are obtained after distillation.

Liqueurs, cordials, and mixed spirits of all descriptions are tested for alcoholic strength after distillation, and charged with duty according to the percentage of proof spirit present, at 12s. 4d. per proof gallon, unless the importer wishes to pay duty at the rate of 16s. 4d. per liquid gallon, when testing is not necessary.

Definition of Proof Spirit and Degrees of Strength Overproof and Underproof.—

"Proof spirit" in the United Kingdom is defined to be of such density as at a temperature of 51° F. weighs 12-13ths of equal volume of distilled water. It has a density at a temperature of 60° F. (15.5° C.) of .91984, and contains 49.24 per cent. *by weight*, and 57.06 per cent. *by volume*, of absolute alcohol. Absolute alcohol is that which at 60° F. (15.5° C.) has a density of .7938, and contains 175.25 per cent. by volume of proof spirit.

The relation which all other spirits have to this standard or arbitrary fixed value is expressed by saying that they are so much over or under proof, or that they are so many degrees greater or less than 100, the numerical representative of proof. When a sample of spirits is stated or indicated by the hydrometer to be 25 per cent. over proof, it is implied that one gallon of it will admit of .25 or ¼ of a gallon of water to reduce it to the strength of proof; and, on the other hand, by a spirit 25 per cent. under proof is meant that a gallon of such strength is considered to contain .25 or ¼ gallon water more than is contained in a gallon of proof spirits, and similarly for all other strengths above or below 100.

Calculation of Proof Quantities.—

To calculate the quantity of spirits at proof, the following method is to be observed:—

Multiply the proof strength per cent. into the liquid quantity, and divide the product by 100, reading the result to the first decimal place only.

Note.—Proof strength per cent. is 100 plus the overproof, or minus the underproof, with the percentage of obscuration (if any) added thereto.

Example 1.—*Casks.*

85·5 gallons of rum at 25·5 over-proof, and 3 per cent. obscuration :—

$100+25{\cdot}5+3=128{\cdot}5$ proof strength,

$85{\cdot}5\times128{\cdot}5\div100=109{\cdot}8675$,

taken as 109·8 total proof gallons.

Example 2.

A puncheon of spirit, not obscured, 97 gallons at 14 under-proof :—

$100-14=86$ proof strength,

$86\times97\div100=83{\cdot}42$,

taken as 83·4 proof gallons.

Example 3.—*Cases.*

A case of imported brandy containing 12 bottles, each 0·16 gallon, 17·5 under-proof, obscured 4·5 per cent. :—

$12\times0{\cdot}16=1{\cdot}92$ gallon liquid,

$100-17{\cdot}5+4{\cdot}5=87$ proof strength,

then $1{\cdot}92\times87\div100=1{\cdot}6704$,

taken as 1·67 proof gallons.

Obscuration

is the amount of proof spirit hidden, or "obscured," by matter in solution in a spirituous liquor; in other words, the difference between the true or actual strength and that indicated by the hydrometer.

The percentage of obscuration charged is added to the degrees of apparent strength as found at any time, and the sum taken as the actual strength per cent. of the spirit.

When sampling foreign spirits in warehouse for obscuration test, care must be taken that the sample fairly represents the parcel. Brandies of the same entry, brand, and mark, as a rule, agree; but rums, imitation rums, and brandies that have been long in warehouse, are liable to vary much; each cask, in such case, should be tested.

When casks of spirits of different percentages of obscuration are vatted together, the amount of obscuration for the bulk may be ascertained by calculation, thus :—

Ullage Gallons.		Obscuration.		
83·0	×	3·2	=	265·60
68·7	×	1·4	=	96·18
103·0	×	2·8	=	288·40
182·0	×	1·8	=	327·60
100·0	×	0·0	=	—
536·7				977·78

Then 977·78 ÷ 536·7 = 1·8 average obscuration.

Spirits Certificate Book (Excise).—

The Spirits Act, 1880 (43 & 44 Vict., c. 24), requires that every person engaged in the spirit trade shall provide himself with a Stock Book, in which an entry, with particulars of strength, &c., must be made of all spirits received into stock, and likewise of any spirits sent out by certificate (a certificate is only necessary when the quantity exceeds one gallon, and is furnished to the trader, without charge, by the Revenue). The Stock Book must be open to the inspection of the prescribed officer, to see that each parcel of goods is duly entered therein.

The certificate which must accompany spirits sent out gives the following particulars:—

Quantity, Denomination, and Strength of Spirits sent out or delivered.

Number of Casks or Packages in which the Spirits are contained.

Day and hour of sending out or delivery.

From whom and whence sent out or delivered.

To whom and whither sent or delivered.

Mode of conveyance.

Signature of dealer.

Spirits Stock Book (Excise).—

The certificates received (Customs and Excise) and Excise certificates issued are entered in a book daily, and the same is checked and initialled by the Excise officer periodically, the permits, &c., being collected by him. The ruling of the book is here given.

Form 37.—

AN ACCOUNT OF SPIRITS SENT OUT OF (OR RECEIVED INTO) STOCK, ACCOMPANIED BY A CERTIFICATE.

Date when the Spirits were sent out	No. of the Certificate sent with them	Christian and Surname of the Person, or Name of the Firm, to whom the Spirits were sent	Of what Place	Gallons of Spirits sent out	Kind or Quality of the Spirits	Strength of the Spirits	Gallons at Proof
1902	OA						
Jan. 2	02965	Holland & Sons	Bacup	10	X	17 u.p.	
"	"	Do.	"	5	PS	proof	
"	"	Do.	"	5	R	proof	
"	"	Do.	"	10	F	10 u.p.	

Bonded Stock Book.—

All wines bought and shipped under bond are entered in the Bonded Stock Book from the particulars on the invoice, whether cleared immediately or left for a time in the warehouse. If the latter, dock warrants are issued, which are stamped negotiable instruments, and require endorsement before being effective. The numbers and full particulars of each warrant should be entered in the Bond Book.

Wines should be entered under their distinctive headings, and this renders it easy to refer to and enter up particulars at stocktaking.

Spirits are also entered under their respective denominations, and may be further sub-divided under the head of each distiller, if the entries are numerous enough—*i.e.*, Whiskies into Irish and Scotch; Scotch Whisky into Bowie Distillery Co., The Campbeltown Distillery Co., The Islay Distillery Co., &c., &c., and a page or more given to each.

As the casks are cleared, and the duty paid upon contents, the entry is cancelled by a mark across the "size," filling in the ullage gallons, and entering date and to whom delivered; particulars derived from the Purchase Day Book, where the folio of the Bond Book is filled in in the column provided for that purpose.

Form 38.—

27 WINES IN BOND.—

Ex	Shipper	Size	Mark	No.	Content	Ullage	Strength	Vintage	Date when Bought
ss. "City of Cork," ex Cadiz.. ..	Ysasi & Co. ..	Butt	Solera OPO	20	108	106	Not Exceeding 42°	..	1902 Jan. 3
Do.	Do.	Butt	Solera OPO	21	108	106	do.	..	Jan. 3
							Freight	ex Cadiz	£1 17s. 6d.

28 WINES IN BOND.—

ss. "Gannett," ex Bordeaux..	Thorean Fils..	Hhd.	C	1	48	46	Not Exceeding 30°	St. Loubes 1899	1902 Jan. 16
Do.	Do.	Hhd.	C	2	48	46	do.	St. Loubes 1899	Jan. 16
							Freight	to London	15/-

29 WINES IN BOND.—

ss. "City of Cork," ex Oporto ..	Randeman & Co.	Pipe	VO Selected M	30	119	117	Not Exceeding 42°	Very Old Tawny	1902 Jan. 20
				Freight	to London		12s. 6d.	Insurance	3s. 3d.

25 SPIRITS IN BOND.—

Distiller		Size	Mark	No.	Content	Ullage	Strength Bonded		Date when Distilled
Bowie Distillery Co., Lim., Annan		Hhd.	B	1829/7021	56	53·5	11 o.p.	..	Sept. 1898
Do.	do.	Hhd.	B	1829/7022	58	54·0	11 o.p.	..	Sept. 1898
Do.	do.	Hhd.	B	1830/7023	56	53·5 54·0	2·1 o.p. 11 o.p.	As Cleared ..	Sept. 1898
Do.	do.	Hhd.	B	1831/7024	54	49·0 54·0	11 o.p. 2·5 o.p.	.. As Cleared	Sept. 1898
Do.	do.	Hhd.	B	1833/7025	59	56·0	11 o.p.	..	Sept. 1898
					283	original galls.		@ 7/- Inv.	£99 1s.

SHERRY. **27**

Date when Landed	Entered by	Dock	Warrant No.	Shipping Cost	Cost in Bond	To Whom Sold	When Delivered	Remarks
1902 Jan. 3	Ysasi & Co. ..	London	..	f.o.b. Cadiz £30	..	U. W. & S. Co., Sandalhampton	1902 Jan. 13	Duty 3/-
1902 Jan. 3	Ysasi & Co. ..	London	..	£30	..	Do.	Jan. 13	Duty 3/-
Invoice	£61 17s. 6d.							

CLARET. **28**

1902 Jan. 16	Thorean Fils ..	London	..	f.o.b. Bordeaux £10	..	U. W. & S. Co., Sandalhampton	1902 Jan. 26	Duty 1/3
Jan. 16	Thorean Flis ..	London	..	£10	..	Do.	Jan. 26	Duty 1/3
Invoice	£20 15s. 0d.							

PORT. **29**

1902 Jan. 20	Randeman & Co.	London	..	f.o.b. Oporto £50	..	U. W. & S. Co., Sandalhampton	1902 Jan. 26	Duty 3/-
Dock	and Landing Cha	rges 5s.	9d. In	voice £51	1s. 6d.			

SCOTCH WHISKY. **25**

Date when Invoiced	Entered by	Distillery	Warrant No.	Shipping Cost	Cost in Bond	To Whom Sold	When Delivered	Remarks
1902 Jan. 6	Bowie Distillery Company	Annan	..	..	7/-	Jas. Kelly, Morecambe	1902 Jan. 16	@ 7/6 } Reserved in Bond
"	Do.	"	..	..	7/-	Jas. Kelly, Morecambe	1902 Jan. 16	@ 7/6 } Reserved in Bond
"	Do.	"	..	..	7/-	Home	Jan. 16	Vatted
"	Do.	"	..	..	7/-	..	..	
"	Do.	"	..	..	7/-	Home	Jan. 16	Vatted
Distill	ery Casks return	able —	not	charged.				

26 SPIRITS IN BOND.—

Andrews & Sons, Lim., Londonderry	Hhd.	◇OV	762 801 31027	55	50 51	14 o.p. 14 o.p.	As Cleared Old Blended	.. ..
Do. do.	Hhd.	◇OV	762 801 31028	54	51·5	14 o.p.	Old Blended	..
					102·5	regauge	galls @ 9s.	Invoice

Wine Cask Book.—

Immediately an invoice has been entered into the Purchase Day Book and filed away, we have to deal with the goods entered thereon being taken into stock. If wine, an entry is made into this book (Form 39) noting Shipper, Mark, Quality, and Cost per gallon delivered, including Duty. Afterwards, if the wine is bottled, the number of the bin it is packed away into, with the quantity, is marked off, and the folio of the Bin Book entered.

Form 39.— **274.**

WINE CASK BOOK.

Date		Particulars	Given out		Stock	
1902		Sherry—2 Butts:	Doz.	Botts.	Doz.	Botts.
Jan.	3	Ysasi & Co. Solera ODO ex Cadiz	..	..	106	
		Nos. 20/21 @ £30 per Butt, 3/- duty. Delivered per gall. 9/-				
"	29	Binned in 110 (Bin Book 37)	53	..		
"	30	Vatted "Solera:" WVB 275	53	..		
			106		106	

If only part is bottled, the remainder, being "vatted" or left to be sold from the wood or cask, is transferred to the Wine Vat Book (Form 40), with the same particulars given as entered in this book.

IRISH WHISKY. **26**

1902 Jan. 1	Andrews & Sons	Londonderry	..	..	9/-	Jas. Kelly, Morecambe	1902 Jan. 3	@ 10/6 Clear'd from Distillery Jan. 20 1902
1902 Jan. 1	Do.	"	..	..	9/-	..	..	
£46	2s. 6d. Distillery	Casks	return	able—not	charg	ed (value 15/-)		

Form 40.— **275.**

WINE "VATTED" BOOK.

Date		Particulars	Given out		Stock	
		Vat marked "*Solera.*"	Doz.	Botts.	Doz.	Botts.
1902		Sherry GOLDEN: Ex Ysasi & Co., Cadiz				
Jan.	30	From Wine Cask Book 274 .. .. Cost per gall. 9/-	..	..	53	
"	31	Stock in hand, 106 gallons=53 doz.				

Bin Book.—

The bins in a Wine Merchant's cellar are numbered consecutively, and, according to their size, contain wines in the back, middle, and front portions. This book should give all the necessary particulars of the wines packed away in each section or tier of the bin. The Mark, Shipper, and Description is entered first; then follows the date of bottling and the reference to the Wine Cask Book, or wherever the wine came from, with the quantity and cost. Columns are provided for the "Date Sold," "Buyer's Name," and "Quantity given out." When the wine is all sold, the two columns "Given out" and "Stock in Bin" should balance, any difference being written off as run short, or over, and a diagonal line ruled across the page to show that the bin is clear.

At each stocktaking a memorandum is entered of the quantity taken in stock, and each bin in the cellar should have a tin, with a card showing the Name, Shipper, and Vintage of the wine, Colour of Seal, Quantity in each Tier, Date Bottled, and

page in Bin Book, and also if any of the wine is reserved for a customer awaiting his instructions.

Form 41.— **36.**

Bin 20. PORT—DOW'S.
Description of Wines or Spirits in Bin.

Reserve

Date Bottled	To whom sold	Given out		Stock in Bin	
1899		Doz.	Botts.	Doz.	Botts.
Jan. 30	From previous Bin Book, page 341.. .. .. Per doz. 20/-	..	..	110	
1902					
Jan. 4	Fletcher, Hon. Ed.	10			
	Office 1	..	1		
	Cash 4 1	..	5		
Jan. 31	Stock on hand, 99 doz., 6 botts.				

Form 42.— **37.**
Bin 110. SHERRY "GOLDEN."

Date Bottled	To whom sold	Given out		Stock in Bin	
1902		Doz.	Botts.	Doz.	Botts.
	Ysasi & Co. Solera ODO				
Jan. 29	Wine Cask Book 274 .. .. Per doz. 21/-	..	..	53	
1902					
Jan. 31	Stock 53 doz.				

Case Book.—

Wines that are bottled abroad in the country of their production—such as Champagne, Sparkling Saumur, Sparkling Hock and Moselle, Chateau-Bottled Clarets, &c.—are shipped in cases of one, two, or three, dozens. In businesses where the stock is varied, and the quantity of each description kept is limited, a good system is to have a Case Book Number (similar to a Bin Number) placed upon each consignment, and continued until that description of wine is sold. In the example given as "Case 10," a consignment of Californian Burgundy is entered, and if the same is regularly shipped it would continue under that number. "Case 11" might be champagne, or some other wine. The stock is easily kept, and the method works satisfactorily in cellar and office. The ruling of the Case Book is identical with the Bin Book. In shipping and market houses,

where large quantities of any one description of wine are sold, the shipping number printed on the case is the record of purchase and sale. The form of Case Book here given provides for the Date Sold, Initials of Buyer, and Folio of Day Book, with the Selling Price and Quantity Delivered. If each case is entered separately it is easy to mark it off when sold. If, however (as the numbers are generally consecutive), the debit entry is entered short, as Nos. 86,749 to 86,849, the credit may be treated in a similarly inclusive manner, the numbers being taken from the Cellarman's Slip or Order Sheet after despatch of the goods. Only complete cases are treated as above. When one is broken open, the odd bottles are put into "S.B.," or small bins, of which there are probably fifty, containing one dozen in each division (bottles or half bottles). The cellarman informs the bin clerk when a case is transferred to "S.B.," and the latter can check the stock in "S.B." by means of his Case Book at any time.

Form 43.— **20.**

Cased Wines. CHAMPAGNE—BOTTLES.

GERAUD & CIE, Reims, 1893 Vintage, Extra Quality. Cuvée B. Gold Foil.
(Cost 85/- delivered, less 4/- allowance.)

Date Delivered	Buyer's Initials	Folio of D. B. or Cellar Book	Selling Price	Delivered		Purchased			Remarks
				Doz.	Botts.	Numbers of cases	Doz.	Botts.	
1902 Jan. 15	Bought	from Gera	ud & Cie,	Relms	..	..	100		
	Nos. 86;	49/86849	..	..	..	In 1 doz. cases, G. & Cie 1893			
Jan. 29	H. P. Bolton	13	96/-	1	..	86749	1		
"	H.P.	13	"	1	..	86750	1		
"	H.P.	13	"	1	..	86751	1		
"	H.P.	13	"	1	..	86752	1		
"	H P.	13	"	1	..	86753	1		
"	H.P.	13	"	1	..	86754	1		
"	H.P.	13	"	1	..	86755	1		
"	H.P.	13	"	1	..	86756	1		
"	H.P.	13	"	1	..	86757	1		
"	H.P.	13	"	1	..	86758	1		
	Continue	d for 40 m	ore cases.			Numbers, &c., continued for 90 more cases.			
	Another	way is to	enter as u	nder:					
1902 Jan. 29	H.P.	13	96/-	50	..	86749/86799			

Form 44.— **276.**

WINE CASE BOOK.

Date		Particulars	Given out		Stock	
1902		*Case* 10.	Doz.	Botts.	Doz.	Botts.
Jan.	1	Californian Burgundy	..	..	5	
		"Solis" and Californian Wine Co.				
		Nos. 865/866, per doz. 21/-				
	2	Jones, John	1			
	18	Lofty & Co.	1			
	31	Stock on hand, 3 doz.				

Liqueurs and Cordials.—

These may be dealt with in the same way as cased goods, or if the quantity is not large they may be kept in the small bins and entered up in the case Book. The bins should be plainly labelled to save confusion.

Spirits in Cases.—

The same remarks apply to spirits in cases. Each has a number for Excise or Customs purposes, and after the description is entered in the Case Book the number on the case may constitute the debit entry, and when sold credit is taken by the same number as sent off.

Form 45.— **277.**

SPIRIT CASE BOOK.

Date		Particulars	Given out		Stock	
1902		*Scotch Whisky.*	Doz.	Botts.	Doz.	Botts.
		"Enterprise" Brand—				
Jan.	28	Pattison, McShane & Co.	..	..	40	..
		5 × 2 1/5 Per doz. 35/- delivered.				
		5 × 1 20/4				
		25 × 1 6/30				
	31	Stock, 40 doz.				

Wine Vatted Book.—(Form 40.)

For wines that are sold "from the wood"—principally ports and sherries—the term does not always signify "mixed blendings," the "vats" being in many instances the original butts or

pipes, and where one is specially used it is often only a large cask that will contain several butts or pipes of wine of one and the same quality to save room on the scantling. The particulars for the debit are taken from the Wine Cask Book, or invoice, the number of gallons duty has been paid upon and the cost when delivered, with the "mark" under which the wine is sold, being entered. The credit entries are taken, as in other instances, from the Cellarman's Book, or Slip, according to the system in use.

Spirit Vat Book.—

This is a record of the quantity of spirit put into a vat with the water necessary to reduce it to selling strength, and by deducting the quantity sold, entered in the left-hand column, the stock on hand according to the gauging instruments is checked pretty accurately.

Form 46.— 10.

SPIRIT VAT BOOK.

GIN. 17 u.p. XI.

Date		Gallons given out	Date	Description	Stock Gallons
1902			1902		
Jan. 1	Stock on hand ..	..	..	.. ..	120
2	" ..	10	Jan. 26	St. Luke's Distillery Co.	110
8	" ..	$\frac{5}{8}$		Liquor added	—
10	" ..	4		(Cost 13/3)	
28	" ..	$\frac{5}{8}$			
29	" ..	$1\frac{3}{8}$			
30	" ..	$\frac{3}{8}$			
30	Stock carried forward	212			
		230			230
1902					
Feb. 1	Stock on hand ..	..	..	.. ..	212

Reserves Book.—

Many customers prefer the wines they have purchased and paid for to remain in the original bin or in a "reserves" bin in

the merchant's cellar. In stocktaking it is therefore of importance that a record of these "reserves" should be forthcoming, in order to prevent the possibility of a wine previously sold being again valued as stock. The following form gives all the necessary particulars *pro formâ.*

RESERVE BOOK—BIN 200.
PORT MARTINEZ 1863, BOTTLED 1866.
(Cost). (Sold).

1902.
Feb. 1. WILLIAM AYTO, WEYMOUTH. 20·0 doz.

Date Delivered	Particulars	Dozen	Bottles
Feb. 2 ..	Delivered to self	1	
	Stock on hand 19·0		

If vintage wines are kept for a long period, a charge per annum is made, and entered up to the customer's debit as rent for reserved bin.

CHAPTER XI.

WINE AND SPIRIT "BAR" OR "RETAIL" TRADING, AND AGENCIES.

THE old-established family Wine Merchant never thought of opening out in any branch of trading that one would ordinarily think would come first from him—such as supplying aerated waters, bottled beers, and having a retail business conducted separately, yet attached to his own for all its requirements. Hence we find in large provincial towns many firms now, with good reputations, as Wine and Spirit Merchants, who started as hotel proprietors, or who had well managed wine and spirit bars, where, by selling a good article, they laid the foundation of a valuable family trade. It is therefore only to be expected these "gold mines" have been retained, and form an important asset in present day businesses, but everything, as previously stated, depends upon their being *well managed*, and it is acknowledged to be a very difficult matter to hold a complete check upon the takings of a retail business, but the following methods, if carefully carried out, will not give much opportunity for leakage in stock or cash.

No goods should be supplied by the cellarman to the barman without a written order.

Have a fixed day in the week for taking stock and refilling kegs and casks in the bar vaults.

Spirits, before being supplied, to be reduced to the selling strength, the limit of which is 35 under proof for gin and 25 under proof for all other spirits. Test the strength of the spirits at frequent intervals by means of an hydrometer, this for two very important reasons—

1st. To prevent any risk of a prosecution under the Adulteration of Foods Act by reason of the strength being lower than the prescribed limits.

2nd. To detect any tampering with the contents of the vats by taking spirit away and putting in the same quantity of water in its place.

The vats, if of any size, should be fitted with an outside glass gauge tube and scale, which would show the quantity of the spirit therein ; or, if a dip rod is used, a book showing the quantity for every inch should be prepared, and so assist the process of stocktaking. This is called the "Vat Ullage" Book.

The quantity supplied to be entered in a separate Sales Book, or, if entered in the usual one, it should have a special column to keep the transactions quite distinct from the ordinary sales. The carrying out should be at the *selling price* for all classes of goods.

The principal should clear the cash drawer at frequent intervals, and enter the amount up into a Bar Cash Takings Book, totalled daily, or into his General Cash Book, having a separate column for the record of such takings. The patent tills can be emptied and checked by their printed slips. Any payments made by the staff for expenses, &c., should be reimbursed by the principal and charged in the General Office Account.

At the end of the week the stock is taken and entered on a form, or in a book ruled as here shown, and the summary at the foot will give on the debit side the stock commenced with, the amount added since, at selling prices; and on the credit side the value of the stock at the present time and the cash taken during the period, and the difference under or over is the information required. If this exceeds what is considered an average loss, explanation should be demanded.

The amount of any credit sales would have to be allowed, and charged through the General Office Sales Book.

At the close of the year, when the stock is required for Balance Sheet purposes, it must, of course, be worked out at cost price instead of selling price, or the profit would be anticipated.

The following form of "Stock Book" is *pro formâ*, the figures having no relation to the accounts previously given in this work.

Form 47.—

STOCK BOOK.—VAULTS LIQUOR ROOM for Month ending January 31 1902.

Description	Quantity	Selling Price	Amount £	s	d
Champagne, Sillery, Qts.	$\frac{4}{12}$	5/-	1	0	0
Do. do. Pints	$\frac{2}{12}$	2/6	0	5	0
Do. Moet, Qts.	$\frac{3}{12}$	9/-	1	7	0
Do. do. Pints	$\frac{3}{12}$	4/6	0	13	6
Port 1/-	$\frac{4}{12}$	12/-	0	4	0
Do. 2/-	$\frac{1}{12}$	2/-	0	2	0
Do. 2/6	$2\frac{1}{12}$dz.	30/-	3	2	6
Do. 3/-					
Tarragona					
Sherry 1/-					
Do. 2/-	$\frac{1}{12}$	2/-	0	2	0
Do. 2/6	$\frac{4}{12}$	2/6	0	10	0
Do. 3/-					
Marsala					
Claret 2/- Quarts.. ..	$\frac{6}{12}$	2/-	0	12	0
Do. 1/- Pints					
Do. 1/6 Quarts.. ..	$\frac{6}{12}$	1/6	0	9	0
Do. 9d. Pints	$\frac{12}{12}$	9d.	0	9	0
Burgundy					
Ale and Stout					
Lime Juice					
Black Beer..					
Mineral Waters					
Cigars					
Cigarettes					
Carried forward ..	..	..	£8	16	0

Description	Quantity	Selling Price	Amount £	s	d
Brought forward ..	..	..	8	16	0
Gin X 17 galls...	40	15/-	30	0	0
Do. X " ..	20	12/-	12	0	0
Do. XX " ..	10	11/-	5	10	0
Rum R " ..	20	15/-	15	0	0
Do. RR " ..	20	12/-	12	0	0
Pale Brandy F 1 " ..	10	24/-	12	0	0
Do. 2.. ..	4	20/-	4	0	0
Do. 3.. ..					
Do. 4.. ..					
Cased Brandy					
Whisky, Pints 1.. ..	30	20/-	30	0	0
Scotch 2.. ..	10	18/-	9	0	0
Do. 3.. ..	5	15/-	3	15	0
Whisky 1	16	20/-	16	0	0
Irish 2	5	18/-	4	10	0
Do. 3	5	15/-	3	15	0
Special Whisky, Cases..	$\frac{36}{12}$	4/-	7	14	0
Hollands					
Mint					
Ginger Brandy					
Cherry Brandy					
Orange Bitters					
Maraschino					
Liqueurs					
Soda, Schweppe's ..					
Change in drawer ..	..	..	1	0	0
Total	..	..	£175	0	0

SUMMARY.

		£	s	d
1902 Jan. 1	Stock on hand	195	0	0
30	Added as per Sales Day Book Total	183	0	0
	Total	£378	0	0

		£	s	d
Jan. 30	Cash, Bar Takings as per Cash Book	200	0	0
31	Stock as above	175	0	0
	Deficiency	3	0	0
	Total	£378	0	0

AGENCIES.

Where a firm has an *out* agency, and supplies goods as required, all invoices of such goods should be made out at the selling price as charged to the private customer. The agent would be required to forward weekly returns of sales, upon which credit allowances would be shown for trade customers, returns, breakages, &c.

The cash received would have to agree with the payments into bank, and allowance for discounts entered on the return would enable the Ledger Accounts to be ruled off.

The agent would be held responsible for any shortage in quantity or value of stock, and, to check the same, periodical visits from the headquarters staff are advisable.

Trade Expenses should be paid by cheque from Head Office upon receipt of a requisition for the same. The allowance for Petty Cash should be sufficient for all incidental charges.

If this system is carried out the Stock, the most important item, is kept well under control, and if the agent is a good salesman, and makes more of his goods than the amount charged out to him, the fact is soon apparent in his returns to the Head Office, and recommends him for a higher and more responsible position.

CHAPTER XII.

EMPTIES.

THIS part of a Wine and Spirit Merchant's business will amply repay any attention given to it. A lax system of dealing with empties leads to their non-return and loss, the customer, feeling no responsibility, is indifferent as to what becomes of them. This refers particularly to country merchants, and also to town businesses with a large private connection.

The London and wholesale trade invariably charge for empties, the amount being allowed on their return. For these inward transactions a separate account may be opened in the Empties Ledger, giving Date and Cask Nos., and same when returned, and taking care that a receipt is received in every case, or credit will not be allowed; but the amount need not be considered until the account is closed, when the deficiency (if any) is credited to the wholesale merchant's account if a claim is made for it.

The books necessary in a private business where the customers are *not charged* for jars, cases, and bottles are as follows:—

Ledger.
Numerical Ledger.
Empties Received Book. (1) Cases.
(2) Casks and Jars.

The first postings to the Ledger—*i.e.*, of Empties sent out—are obtained from the Cellarman's Order Slip or Book, the latter having a column for the Ledger folio. It may be mentioned here that for convenience of reference the Empties Ledger should be divided on the plan adopted with the Public or (Licensed) Trade Ledger in journeys or districts, with this exception, that provision will have to be made for all accounts open, private, and public, and also estimates for their future requirements. The celerity with which an account is found without wading through files of names in an index will compensate for any apparent waste of space between districts or towns.

The Ledger ruling as under (Form 48) will allow for two

Form 48.— EMPTIES LEDGER. **54**

Form A. HOLLAND & SON, BACUP.

Date sent out	Jars and Casks	Hampers or Cases	Date returned	Sent out		Returned	
				Doz.	Botts.	Doz.	Botts.
1902 January 2	5/493	X	1902 January 26				
"	5/301	X	"				
"	5/309	PS	"				
"	5/280	R	"				
"	5/290	F	"				
"	5/292	F	"				

accounts on a page, and also for a record of bottles sent out and returned. It can be recommended as having stood the test of experience, and shows clearly and distinctly the state, at any time, of a customer's Empty Account.

The debit entry of the number and size of the jar, cask, or case is taken from the Cellarman's Book, where the Ledger folio

marks off the entry. When returned, the date only is entered in the Ledger, and this is obtained from the Empties Received Book, where the entry is cancelled by the folio of the Ledger being entered against it.

The nature of the contents of the packages may be noted by entering the Excise marks in one of the columns not in use.

Another form of Ledger, principally in use for jars only, but which may be adapted to cases and casks, is the following:—

Form 49.— EMPTIES LEDGER. **54**

Form B. HOLLAND & SONS, BACUP.

Date sent out	½ Gall. Jars	1 Gall. Jars	2 Gall. Jars	5 Gall. Jars	Cases and Casks
1902					
January 2				493	
"				301	
"				309	
"				280	
"				290	
"				292	

The crediting of the returns is not shown by a date, but by placing a red ink tick against the jar number returned, the Received Empties Book being, of course, marked off by the folio of this Ledger. The omission of the date returned is a weakness in this system of recording empties.

Numerical Ledger.—

This book is not absolutely essential, but is recommended, and will be found very useful as an important check on the accuracy of the Empties Ledger, and in cases of dispute its

evidence may be relied upon as conclusive. The principle upon which it is carried out is as follows:—

(1) For Jars. Each size of jar bears a distinctive letter.

1 Gall.	2 Galls.	3 Galls.	4 Galls.	5 Galls.	
A	B	C	D	E	&c.

The numbers of each one gallon jar may run from 1A to 500A, similarly the same with two gallon jars, from 1B to 500B, but it is in practice found preferable to start the two gallons from, say, 1000B and the three gallons from 2000C, and so on. This enables the size to be known by number as well as by letter, so that in some firms the letter is omitted altogether. These numbers are burnt in the jar when made, and exist whilst the jar lasts.

(2) For Casks and Cases. These are branded with consecutive numbers, without taking into account the different size of each.

Three columns, showing the Date sent out, the Ledger folio, and the Date returned are allotted to each jar number. Five of these are on each page of the Ledger, so that each leaf being in tens it is very easy to find the number of each jar.

The following specimen of ruling will explain it more clearly.

Form A.

Form 50.— EMPTIES NUMERICAL LEDGER. JARS—5 GALLS. E.

E— 290			E— 291			E— 292			E— 293			E— 294		
Date sent out	Folio	Date returned	Date sent out	Folio	Date returned	Date sent out	Folio	Date returned	Date sent out	Folio	Date returned	Date sent out	Folio	Date returned
1902 January 2	54	1902 January 26				1902 January 2	54	1902 January 26						

Casks and Cases have their sizes entered in small figures where the letter of the Jars is placed.

Another ruling is to enter the name and place instead of folio alone. This takes up rather more space, and would require a larger book to get five entries on a page. (See Form B.)

Form B.

Form 51.— NUMERICAL LEDGER—EMPTIES.

290 5 Gallon Jar—E				291 5 Gallon Jar—E			
Date sent out	Name to	Place	Date returned	Date sent out	Name to	Place	Date returned
1902 Jan. 2	Holland & Sons	Bacup	1902 Jan. 26				

In a Ledger of this description the numbers are printed in, and the description and size follow underneath. When a number is received into stock at first it is ticked with red ink, so that afterwards it can be valued as part of the plant.

The advantage of the Numerical Ledger is that each entry of a jar outwards is evidence that it has previously been returned, and should therefore be credited to the previous customer's account. Thus it is seen that if a jar has missed entry into the Received Empties Book, or if when returned no trace of the person who sent it could be found, it is soon rectified by means of this Ledger. For valuation purposes, too, a fairly accurate summary of the stock of empties outstanding in customers' hands and on the premises can be extracted, and the irrecoverables ruled off.

The Empties Received Book (for Cases).—

It is better to enter these as received, separate from casks and jars, either at the end of the same book, or in another. The Date received, Name and Address of sender (from off the label), and Size and Number of case is entered. When credited to the customer's Ledger Account the folio of the latter is entered, and, when the number is marked off by entry of date returned, in the Numerical Ledger, a tick is placed by the side of the number posted. If, as will sometimes happen, empties are returned without label or advice, the number will trace the name and address of the sender by referring and marking it off in the Numerical Ledger.

Form 51.—

EMPTIES RECEIVED BOOK.—CASES AND BOTTLES.

Date received	Name and Address	Folio Empties Ledger	Case Nos.	Size	Bottles returned	
					Doz.	Botts.
1902 January 26	Fletcher, Honble. Ed., Hassop		186	3		
"	" " "		981	3		
"	" " "		120	2		
"	" " "		180	2		
"	" " "		198	3		
"	" " "		196	3		
"	" " "		199	3		
"	These came without label ..		30	3		
"	" " or advice		301	2		
"	" " "		71	1		

For Casks and Jars.—

The ruling of this book is similar to that for cases. The folio is the posting to the Empty Ledger credit, and a tick is used when the number is marked off in the Numerical Ledger.

Form 52.—

EMPTIES RECEIVED BOOK.—CASKS AND JARS.

Date received	Name and Address	Folio Empties Ledger	Cask Nos.	Size	Jar Nos.
1902 January 26	Holland & Son, Bacup ..	54		5	E 493
"	" " ..	54		5	E 301
"	" " ..	54		5	E 309
"	" " ..	54		5	E 280
"	" " ..	54		5	E 290
"	" " ..	54		5	E 292

Empty Bottles, Corks, Capsules, &c.—

The Wine Merchant generally keeps an account against his customer of wine and spirit bottles supplied, and the custom of

the trade is to expect them to be returned with the empty cases. No account is taken of imported bottles, as champagne, hocks, &c.

When bottles, corks, capsules, &c., are bought and used in bottling of wines and spirits the cost is added to the article in the inclusive bottling charge of from 2s. 6d. to 4s. per dozen. To enter those items as Trade Expenses would be taking them into account twice; and if bottles, &c., are taken into stock, those on hand at the date of valuation only should be considered.

Wine and Brandy Cask Standards.—

	Galls.		Galls.
Pipe of Port	115	Hhd. of Claret	46
,, Madeira	92	Aum. of Hock, &c.	30
,, Marsala	93	Hhd. of Port	57
,, Lisbon	117	Hhd. of Sherry	54
Butt of Sherry	108	Qr. of Port	28
Pun. of Brandy	120	,, Sherry	27
Hhd. of Brandy	60	,, Brandy	30

CHAPTER XIII.

TRAVELLERS' REPORTS, AND RETURN OF SALES, EXPENSES, &c.

At the end of each day or week the representative of a firm should send in a written report of his journey, showing the places visited and customers waited upon, with any remarks respecting orders taken or promised, and samples, &c., required. If his expenses are paid him separately, and not an allowance or inclusive salary, he should also enter them on his return. On the other side particulars of Discounts given and Cash taken should be entered, with the Orders received, giving the customer's Name and Address. The cash should be given in to the cashier with the report form, and particulars of the moneys received checked off by him, less expenses, and entered in his General Cash Book. As before mentioned, counterfoil receipt books should only be used, and it has been well remarked that the best use they have ever been put to is when they were adopted for the use of travellers, who are by trade custom allowed to settle accounts on behalf of the firm they represent.

Travellers, whether salaried servants or on commissions at a nominal salary (for unless they are in receipt of a fixed wage or salary they cannot represent a Wine and Spirit Merchant), experience fluctuations of trade, very often through no lack of energy or industry on their part. The office, by keeping a record of each journey's results, can frequently render very important

Form 53.— TRAVELLERS' REPORT FORM.

RETURNS OF RECEIPTS, SALES, &c. — REPORT OF JOURNEYS

Week ending..... for Week ending.....1902.

Payments		Name	Address	Wines		Spirits		Description	Rate	Date	Place	Particulars	Expenses
Dis-count	Cash Net			Doz.	Botts.	Galls.	Botts.						
£ s d	£ s d												£ s d

assistance and advice in the direction most needed, and help to prevent a falling off or loss from becoming by neglect a disaster.

The Travellers' Journey Summary Book is for keeping a record of the result of each journey. The quantity of wines and spirits sold, with the amount, is extracted from the Sales Day Book at the same time. The same are worked out at cost price and the total entered here. The difference is then shown as gross profit. From this is deducted the Travelling Expenses, Commission (if any), Bad Debts, and the proportion of Trade Expenses (less Travelling and Commission accounted for), based upon the previous year's working; the balance is net profit, near enough for practical purposes, which is compared with the same return for the previous year. If the turnover is lessening and expenses increasing beyond a point that is remunerative, this return cannot but point it out, and the remedy is in the hands of the firm.

Form 54.— TRAVELLERS' JOURNEYS SUMMARY BOOK.

Journey No. or Name	Date	Wine Sold		Spirits Sold		Sales Amount	At Cost	Gross Profit	Less Expenses			Net Profit 1902	Net Profit 1901 (for comparison)	Remarks
		Doz.	Botts.	Doz.	Botts.				Travelling	Commission and Bad Debts	Proportion of Trade Expenses			
						£ s d	£ s d	£ s d	£ s d	£ s d	£ s d			
No. 1 Bacup	Jan. 2 1902 ..													
	Mar. 21 1902 ..													
	June 2 1902 ..													
	Aug. 21 1902 ..													
	Oct. 2 1902 ..													
No. 2														

CHAPTER XIV.

CHECKS AGAINST DISHONESTY IN EMPLOYEES.

THE wine and spirit trade is one that offers strong temptations to an employee who is inclined to pilfering or sly drinking. The facilities, on the other hand, help quickly to detection, and prompt dismissal is the only safe remedy, and the best for master and man. Amongst cellarmen strict rules as to sobriety, honesty, and punctuality should be insisted upon, and any man found tasting, or having any of the cellar goods in his possession (without authority) should be liable to dismissal. If necessary, luncheon beer should be provided by the firm, and given out at stated hours in fixed quantities for the men. Carmen's beer or liquor should be dispensed by one man only, and that one the foreman preferably.

Strict supervision over the cellar operations of racking, blending, reducing, &c., with the knowledge that all is checked and must be accounted for, will do much to prevent laxity and omissions, and the subsequent suspicion of something being wrong, so unpleasant for all concerned.

In the office where the business is too large for the principal to overlook the work, it should be divided, so that Ledger posting is not done by the same individual as Cash Book entering, apportioning the work of accounting so as to fix the responsibility for each operation where it can be done. If an employee has first to deceive a fellow employee, or sound him as to being

an accomplice, before attempting fraud, the risk of loss is thereby greatly reduced.

The previous day's work should be checked each day to prevent errors—*i.e.*, the orders received should be checked with the Cellarman's Book to see that all have been carried out; the Sales Day Book should be checked with the Cellarman's Book also, that no entry therein has been omitted. The quantity of wines, &c., sent out of bins, casks, and cases should be charged to each account respectively, and the Cellar Book ticked with red ink. The day's invoices inwards should be checked with the Purchase Day Book, and also with the Cellarman's Goods Received Book. The cash received each day should be compared with the counterfoils of cash receipts, and the payments with the vouchers. If these items and books of original entry are so checked, and certified by the manager or principal as correct, the Auditor can go direct to work on the principal items of the Balance Sheet, and only check such detailed work as he thinks necessary.

The stock in hand is generally taken by the principal of the firm, and his valuation accepted. An Auditor is not a valuer, and neither is he expert at valuing stocks; but the experience gained by him enables him to advise as to the procedure of ascertaining the book value of the assets, and whether the appreciation in some or depreciation in other instances may be allowed.

Checking the working out of the quantities with the price given should be done here and there by the Auditor. The bonded stock should be verified by the Warrants and Delivery Orders in hand, otherwise there is a risk of taking wines and spirits into stock as lying in bond when not marked off as being cleared in the Bond Book.

The Ledger Accounts should be analysed into the age of the account, and this shown on the balances; and if any old disputed amounts are included, they should be written off or treated as doubtful. Internal evidence will guide the Auditor as to the proper valuation of a book debt—an increasing account with small payments on account, no discounts allowed, frequent renewals of a bill, all point to risky trading.

Securities for book debts should be examined to see if they are sufficient for the purpose intended, and a note made of them for future reference.

The bank balance should be certified by the bank, and the certificate should state the interest, if any is due to the bank. The cash in hand should be checked, and if the cashier or secretary (if a company) is guaranteed, the conditions of the guarantee proposal should be gone over to see if they are fulfilled in his particular case.

Trade Creditors.—

The Auditor should satisfy himself that the balances are correct by comparing them with the Ledger, and also with the "stocktaking" statements (if any).

APPENDIX.

CUSTOMS AND EXCISE REGULATIONS

AS TO THE ENTRY AND REMOVAL OF WINES AND SPIRITS—DEFICIENCIES IN WAREHOUSE—DUTIES PAYABLE—TABLE OF LICENCES.

IMPORTATION OF WINES AND SPIRITS.

Custom House Requirements.—

These are generally carried out by the shipper, or a clearing agent at the port of arrival. The requirements and technicalities of the Customs Department are difficult for the merchant to understand who has to deal only with the Excise and Inland bonds, and with exports as well as imports he should obtain the assistance of a shipping agent. The differential duties and particulars of forms necessary to be filled in, the variety of transactions before foreign goods can be cleared, are fully given in Ham's Customs and Inland Revenue Books—annual publications of great service to the official and trader. It is only thought advisable in this small work to give extracts of the Customs Regulations, showing the procedure for entry, warehousing, and removing foreign wines and spirits to familiarise the terms used to the student.

When wines or spirits are imported the importer has the option, in passing his entries, of paying duty at time of landing, and on the quantities in the Landing Account taken by the

Customs, or of warehousing the goods for subsequent clearance, either for home use, exportation, or for removal under bond to another warehouse. In the former case—*i.e.*, clearing for duty at landing—an "Entry for Home Use," or "Prime Entry," is passed in the Long Room of the Customs House, on which the total amount of duty payable on the quantity entered is paid. The entry is then stamped with a certificate of receipt of the duty, and forwarded by the Long Room official to the officers at place where the goods are landed, who take the account which is the basis of Customs' charge, and a copy of which constitutes the Landing Account furnished by the dock or wharf companies to merchants. All entries, whether "Prime," "Post," or "Warehousing," should be handed in at the Customs in duplicate, the duplicate copy being used for statistical records. When spirits of any kind in any quantities are to be removed, a permit must always be handed in with the entries, on both of which must be stated the place of destination. When duty is paid in one division of the United Kingdom (England, Ireland, or Scotland) on goods destined for consumption in either of the other two divisions, a duplicate permit must be furnished. There are no "Warehousing Charges" levied on goods cleared on "Prime Entry."

In addition to the particulars required under the general headings shown in the form of entry, the following must be given:—

For all Wines in Cask or Bottle.—Country of origin, and strength, *i.e.*, $\frac{\text{N.E.}}{42}\ \frac{\text{N.E.}}{30}$ or "strength unknown," as the case may be; *and in the case of wines from Spain the colour must also be given.* The commercial designation must be stated, as "Claret," "Port," "Burgundy," &c., and wines in bottle must be described as "still" or "sparkling."

For Spirits.—The commercial designation must be given on entry, as "Brandy," "Rum," "Geneva," &c., and for liqueurs

or sweetened spirits it must be stated whether "to be tested" or "not to be tested"—the importer having this option—as in the former case the duty of 12s. 7d., if in bottle, is charged on the proof spirit actually in the liqueur, as found by distillation, whilst in the latter case the duty of 16s. 4d. per liquid gallon is charged, without testing, and irrespective of spirit strength.

For Rum.—Entries for rum to be divided as follows:—Rum (imported from ports in sugar cane producing countries).

Imitation Rum (imported from ports in countries in which the sugar cane is not produced).

Spirits imported from the West Indian Islands, Mauritius, Brazil, Guiana, and other tropical and sub-tropical countries in which the sugar cane is usually cultivated, and entered as rum, may be ordinarily accepted as such, whilst spirits imported from other countries, particularly ports in Europe and the northern ports of the U.S.A., will not be admissible otherwise than as "Imitation Rum," in the absence of application to the Board as above.

Instructions as to Warehousing in the Dock Vaults or Bonded Warehouses.—

When it is not desired by an importer to clear his goods at landing, but to warehouse them to await subsequent clearance, an "Entry for Warehousing" is passed at the Long Room, Custom House. The particulars required for this entry are the same as in the case of a prime entry, except that no duty is paid at time of passing it, and on it must be stated the name of the warehouse in which the goods are to be deposited. After being passed, this entry is similarly sent to the officers taking the Landing Account, a copy of it, or a duplicate, being at the same time passed for statistical records. When it is desired to subsequently clear these goods from warehouse by payment of the duty, a Home Consumption Warrant is made out and taken to the warehouse where the goods are lying. On presenting this

to the officer he regauges the casks or checks the cases, and ascertains what loss, if any, has taken place in casks whilst in bond, and whether, under the scale of allowances, there is any of the loss chargeable with duty. In the case of warehoused wines and spirits, the quantities chargeable with duty are those actually found at time of delivery, plus any excessive loss. The amount of duty is then assessed by the officer, and noted on the warrant or regauge paper, which is taken by the merchant to the Long Room, Custom House, where the duty is paid, and whence the warrant is returned to the warehouse officer bearing the collector's certificate that the duties have been paid. The Delivery Order is then issued authorising the delivery of the goods from the warehouse. If spirits, they must be accompanied by a permit, on which must be noted the destination of the spirits, made out by the merchant and signed by the officer. Permits must accompany all deliveries of spirits to their destination and to the person whose name is borne thereon. No duplicate permits are issued by the officers, and in the event of a permit being lost or missing, any application for a duplicate must be addressed to the Chief Officer of Excise of the district where the consignee resides.

British Spirits—Excise Requirements regarding Warehousing, Transferring and Issue of Delivery Orders.—

British spirits in a Customs or Excise general warehouse, belonging to a distiller or dealer in spirits, may be transferred into the name of the purchaser on the production to an order for the delivery thereof, signed by the proprietor of the spirits, and countersigned by the proprietor of the warehouse, or his servant acting for him at the warehouse. The request for the transfer must also be signed by the purchaser.

When it is desired to transfer British spirits in warehouse (otherwise than on arrival) the officer must at once enter in the Record of Transfers the particulars required, in the proper form. A warrant is to be made out by the transferor or his representative, showing the particulars of the spirits as found

when warehoused, but containing no Re-examination Account. After being signed by the transferor, and by the proprietor of the warehouse, the warrant must be forwarded to the collector, with a fee of one shilling; and, on its return, duly stamped and signed, the name of the new proprietor must be substituted for that of the person in whose name the spirits were previously entered in the register.

If only a part of a consignment be transferred, a distinctive mark must be placed opposite the casks or cases affected, and the new proprietor's name, with the mark entered in a foot-note, in the register.

When British spirits have been removed under bond, and the order for transfer is received before, or at the time of, the arrival of the spirits, they are to be entered in the Warehouse Register in the name of the person to whom transferred. In this case no fee is to be required, nor warrant prepared.

Deficiencies in Warehouse of Bonded Goods.—

No allowance is to be made on wines or spirits in bottle; but deficiencies on wines and spirits in cask arising from natural causes may be allowed by the officers to the extent of the following scales:—

In casks of wine of 20 gallons content and upwards, one gallon per cask, and in casks of less than 20 gallons content, half a gallon per cask, for each year or part of a year; duty being charged in the latter case to the half gallon.

British and Foreign Spirits in Casks.

For Periods not exceeding	80 gallons content and upwards.		Under 80 gallons content.	
	Ordinary.	Special.	Ordinary.	Special.
1 month..	1 per cent. ..	0·5 per cent. ..	1 per cent. ..	1 per cent.
2 do. ..	2 do. ..	1 do. ..	2 do. ..	2 do.
6 do. ..	3 do. ..	2 do. ..	4 do. ..	3 do.
12 do. ..	4 do. ..	3 do. ..	5 do. ..	3 do.
2 years ..	6 do. ..	4 do. ..	7 do. ..	5 do.
3 do. ..	8 do ..	5 do. ..	9 do. ..	6 do.
4 do. ..	10 do. ..	6 do. ..	11 do. ..	7 do.
5 do. ..	12 do. ..	7 do. ..	13 do. ..	8 do.

For every succeeding year or part of a year an ordinary allowance of 2 per cent. may be made, but no further special allowance.

The ordinary allowance is to cover losses from natural causes, such as absorption and evaporation, in good sound casks under average warehouse conditions.

The special allowance is to meet further waste, due to such causes as porous timber, slack hoops, defective staves, or worm holes, and general bad conditions of the warehouse.

The following is an example of assessing the ordinary and special allowance of spirits, which should be computed separately:—

Warehoused 16th November 1881.

1 cask Spirits	120 pf. galls.	Deficiency ..	10
Delivered 7/11/82	110 ,,		

Maximum Allowances. Not exceeding one year—

Ordinary, 4·8 galls.; Special, 3·6 galls.; excess charged, 1·6 galls. = 10·0.

Cause of special loss; say, "porus timber," "damp stowage," or other actual cause.

Prompt Removal of Duty-Paid Goods.—

The sole purpose for which a bonded warehouse is approved and appointed by the Commissioners of Customs or Inland Revenue, is the secure keeping of dutiable goods before or until the payment of duty or exportation, and subject to any admissible operation thereon; and the bond taken from the sureties of a warehouse-keeper is to secure the payment of duty upon such goods. It follows that the retention in a bonded warehouse of dutiable goods after duty has been paid thereon is to turn the warehouse to an illicit use.

Warehouse-keepers and owners of bonded goods must, therefore, understand that the payment of duty entails an obligation to remove forthwith from bonded premises the goods in respect of which such duty is paid.

Duties on Wines and Spirits (Customs and Excise) Imported or Made in the United Kingdom.—

The Excise duty on spirits distilled within the United Kingdom was in March 1860 only 8/- per gallon, since then it has been as follows:—

23 & 24 Vict. c. 129, from July 1860 to 1890 ..	10/-
53 Vict. c. 8, from April 1890 to 1894	10/6
57 & 58 Vict. c. 30, from April 1894 to 1895 ..	11/-
59 & 60 Vict. c. 28, from July 1895 to 1900.. ..	10/6
63 Vict. c. 7, from March 1900 to 1904	11/-

Any alteration in the rate of duty is fixed by the Finance Act of the year.

The duties at present in force are:—

DUTIES (FROM JUNE 17 1902).

Duties of Customs and Excise on Wines, Spirits, and Beer.

	£	s	d
Enumerated Spirits:—Brandy .. per proof gallon	0	11	4
Rum .. .. ,,	0	11	4
Imitation Rum .. .. .. ,,	0	11	5
Geneva .. .. ,,	0	11	5
Unenumerated Spirits (including Naphtha or Methylic Alcohol, purified so as to be potable):—			
Sweetened .. .. per prcof gallon (Including Liqueurs, Cordials, Mixtures, and other preparations containing Spirits, if tested.)	0	11	7
Not Sweetened .. .. .. per proof gallon (Including Liqueurs, Cordials, Mixtures, and other preparations containing Spirits, provided such Spirits can be shown to be both Unenumerated and Not Sweetened; if tested.)	0	11	5
Imported Spirits in bottle, enumerated, and Sweetened Spirits in bottle, unenumerated and tested, an additional duty per proof gallon of	0	1	0
Liqueurs, Cordials, Mixtures, and other preparations containing Spirits in bottle, entered in such a manner as to indicate that the strength is not to be tested .. .. per liquid gallon	0	16	4
Perfumed Spirits .. .. .. ,,	0	18	1
British Spirits, at per proof gallon, as tested by Sykes' hydrometer	0	11	0
Wines and lees of such Wines: on each gallon, if not exceeding 30 deg. of proof Spirit, tested by Sykes' hydrometer	0	1	3

	£	s	d
Wines, if exceeding 30 deg. and not exceeding 42 deg.	0	3	0
Wines, if exceeding 42 deg., extra for every deg. or part of a deg.	0	0	3
Sparkling Wines, imported in bottles, an additional duty per gallon of	0	2	6
Still Wines imported in bottles, an additional duty per gallon of	0	1	0
Beer.—Upon every 36 gallons of beer imported called Mum, Spruce, or Black Beer, and also Berlin White Beer, in cases where the worts were before fermentation of a specific gravity not exceeding 1,215 deg.	1	12	0
Ditto ditto exceeding 1,215 deg.	1	17	6
Upon every 36 gallons of Beer imported of any other description, in cases where the worts were before fermentation of a specific gravity of 1,055 deg. ..	0	8	0
Upon any 36 gallons of worts of a specific gravity of 1,055 deg. brewed in the U.K.	0	7	9

And so on for any difference in quantity or gravity.

ALLOWANCES ON BRITISH SPIRITS.

When British Plain or Compounded Spirits are exported or used in bond for fortifying Wine, or other purposes, the following allowances are made:

On British Plain Spirits or Spirits of Wine, per proof gallon, 3d.
On British Compounded Spirits ,, 5d.

LICENCES.

A TABLE OF LICENSES FOR DISTILLERS, DEALERS, AND RETAILERS (PUBLICANS) IS HERE GIVEN:—

	£	s	d
Spirits, Distiller's Licence (U.K.)	10	10	0
,, Rectifier's and Compounder's (U.K.)	10	10	0
,, Methylated Spirit Maker's (U.K.)	10	10	0
,, Methylated Spirit Retailer's (U.K.)	0	10	0
,, Stills or Retorts (using or keeping)—Chemists.. ..	0	10	0
,, Dealer's Licence, wholesale (U.K.)	10	10	0
,, ,, ,, Additional License to Retail Foreign Liqueurs in original bottles, or in not less quantity than one reputed quart *off* the premises (U.K.) ..	2	2	0
,, ,, ,, Additional Licence to Retail British or Foreign Spirits and Liqueurs, in bottle, in not less quantity than one reputed quart *off* the premises (Eng.)	3	3	0

(A Spirit Dealer's Licence entitles the holder to sell in any quantity not less than two gallons.)

(The Additional £2 2s. Licence extends to Foreign Liqueurs only.)

(The Additional £3 3s Licence entitles to sell in less quantity than 2 gallons but not less than a reputed quart of *any one* denomination of spirits, except in the case of Foreign Liqueurs where the original bottle as imported is unrestricted as to size. Under this licence the reputed quart may be made up in any size bottle or bottles so long as the quart in quantity is sold at one time and of one denomination. For example, a pint of brandy and a pint of whisky, being different denominations, could not be sold, but two pints of either could. Although the law does not specify this latitude, the Excise extend it to licences.)

Description of Licence	*Rate* £	s	d
Spirits, Retailer's (Publican's), including Beer and Wine :—			
If premises be valued or rated under £10	4	10	0
,, ,, ,, ,, at £10 and under £15 ..	6	0	0
,, ,, ,, ,, £15 ,, £20 ..	8	0	0
,, ,, ,, ,, £20 ,, £25 ..	11	0	0
,, ,, ,, ,, £25 ,, £30 ..	14	0	0
,, ,, ,, ,, £30 ,, £40 ..	17	0	0
,, ,, ,, ,, £40 ,, £50 ..	20	0	0
,, ,, ,, ,, £50 ,, £100 ..	25	0	0
,, ,, ,, ,, £100 ,, £200 ..	30	0	0
,, ,, ,, ,, £200 ,, £300 ..	35	0	0
,, ,, ,, ,, £300 ,, £400 ..	40	0	0
,, ,, ,, ,, £400 ,, £500 ..	45	0	0
,, ,, ,, ,, £500 ,, £600 ..	50	0	0
,, ,, ,, ,, £600 ,, £700 ..	55	0	0
Above £700 ..	60	0	0

(These rates constitute the premises as "fully licensed," *i.e.*, entitling the holder to retail every description of exciseable beverages *on* or *off* such premises. The licence is granted only on the obtaining of a magistrate's certificate.)

Spirits, Grocer's, in Scotland (*off* the premises)—

	£	s	d
According to rated values of premises (including sale of beer)	4	4	0
	to		
	13	13	0

,, Grocer's, in Ireland (*off* the premises)—

	£	s	d
According to rated value of premises	9	18	5
	to		
	14	6	7

(Spirit Grocer is defined to be any person dealing in tea, cocoa, chocolate, &c., and having a licence to retail spirits in quantity not exceeding two quarts, *for consumption off the premises.*)

	£	s	d
Sweets (or made wines)—Dealer's Licence (U.K.) .. .. (This licence includes retail sale)	5	5	0
,, Retailer's (not publican's) *on* or *off*	1	5	0

	£	s	d
Wine, Dealer's (wholesale) Licence (U.K.)	10	10	0
,, Retailer's (*on* the premises)	3	10	0
,, ,, *off* (England and Ireland)	2	10	0
,, Grocer's (Scotland) *off* the premises	2	4	1

(Dealer's Licence entitles to sell wine in any quantlty *off* the premises and includes the sale of Sweets or "British-made Wines." The Retail Licence *on* is for sale in quantities under 2 gallons or 12 reputed quarts. The Retail Licence *off* is for less than 2 gallons in reputed quarts or pint bottles only but not less than a reputed pint. Imperial quarts or pints are not objected to under these licences.)

Occasional Licences—

	£	s	d
Passenger boats, for sale of exciseable liquors per year ..	5	10	0
,, ,, ,, ,, ,, per day ..	1	1	0
Publican's (not exceeding six days) .. .. ,, ..	0	2	6
Wine, retail (England and Ireland) .. .. ,, ..	0	1	0
Beer, retail (England) .. .. ,, ..	0	1	0

For six-day or early closing of both licences a deduction of one-seventh or two-seventh is made.

Generally all retail licences (except occasional for passenger boats) require a magistrate's certificate before the Excise grant the licence.

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